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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE AREA ORGANIZATION

1. On April 6, 1966, the announcement was made of the establishment of five additional areas for the decentralization of administration and supervision of Ontario elementary and secondary schools. This now completes the ten areas for the decentralization of education in Ontario.

2. Effective August 1, 1966, the composition of the ten areas will be as follows:

Area 1, Northwestern Ontario

(Thunder Bay, Rainy River, Kenora Districts)

Area Superintendent - Mr. R. R. Steele, B.A., M.Ed.,
Ontario Department of Education,
101 News Chronicle Bldg.,
Water Street,
Port Arthur, Ontario.

Area 2, Midnorthern Ontario

(Algoma, Sudbury and Manitoulin Districts)

Area Superintendent - Mr. G. R. Allan, B.A.,
Ontario Department of Education,
1349 Lasalle Blvd.,
Sudbury, Ontario.

Area 3, Northeastern Ontario

(Cochrane, Muskoka, Nipissing, Parry Sound and Timiskaming Districts)

Area Superintendent - Mr. J. H. Kennedy, B.A.,
Ontario Department of Education,
240 Algonquin Avenue,
North Bay, Ontario.

Area 4, Western Ontario

(Elgin, Essex, Huron, Kent, Lambton, Middlesex Counties)

Area Superintendent - Mr. D. W. Scott, B.A.,
Ontario Department of Education,
1137 Western Road,
London, Ontario.

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Area 5, Midwestern Ontario

(Brant, Bruce, Grey, Norfolk, Oxford, Perth, Waterloo and Wellington Counties)

Area Superintendent - Mr. R. F. Bornhold, B.A., M.Ed.,
Ontario Department of Education,
279 Weber Street North,
Waterloo, Ontario.

Area 6, Niagara

(Haldimand, Lincoln, Welland and Wentworth Counties)

Area Superintendent - Mr. H. B. Henderson, B.A., B.Paed.,
Ontario Department of Education,
Box 906, (temporarily)
St. Catharines, Ontario.

Area 7, West Central Ontario

(Dufferin, Halton, Peel and Simcoe Counties; the City of Toronto and the Municipalities of Metropolitan Toronto situated wholly to the west of Yonge Street)

Area Superintendent - Mr. G. P. Hillmer, B.A.,
Ontario Department of Education,
40 Eglinton Avenue East,
Toronto 12, Ontario.

Area 8, East Central Ontario

(Durham, Ontario, Victoria and York Counties; the Township of North York, and the Municipalities of Metropolitan Toronto situated wholly to the east of Yonge Street)

Area Superintendent - Mr. J. F. Kinlin, B.A., B.Paed.,
Ontario Department of Education,
29 Gervais Drive,
Don Mills, Ontario.

Area 9, Eastern Ontario

(Frontenac, Haliburton, Hastings, Leeds, Lennox and Addington, Northumberland, Peterborough and Prince Edward Counties)

Area Superintendent - Mr. R. W. Froats, B.A.,
Ontario Department of Education,
11 Princess Street,
Kingston, Ontario.

Area 10, Ottawa Valley

(Carleton, Dundas, Stormont and Glengarry, Grenville, Lanark, Prescott and Russell, and Renfrew Counties)

Area Superintendent - Dr. J. O. Proulx, M.A., B.Paed., Ph.D.,
Ontario Department of Education,
140 Duford Street, (temporarily)
Eastview, Ontario.

3. In each area the Superintendent will co-ordinate the work of all provincial school inspectors and will maintain close association with the directors, superintendents, and inspectors of municipal inspectorates.

4. Provincial and municipal officials will report to the Department and the Minister through the Area Superintendents. Accordingly, all inspectors, school officials and board secretaries are asked to address to the Area Superintendent concerned, all letters and communications to the Department except the replies to correspondence sent directly from the Main Office of the Department of Education, 44 Eglinton Avenue West, Toronto 12, Ontario. In such cases a copy of the reply should be sent to the Area Superintendent and the original should be sent to the Department.

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

August 15, 1966.

NON-CIRCULATING

44 Eglinton Avenue West / Toronto 12, Ontario

1966-67:2
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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE
1. The Three-Term School Year
2. Secondary School Graduation Diploma
3. ✓ Deletions from Curriculum S.12 B, Grade 12 (Mathematics) for the school year 1966-67
4. Requests for Classroom Inspection for Special Purposes (Secondary)
5. Assignments in Africa, Asia and the Caribbean beginning September 1967 for Teachers and Teacher Trainers
6. Information from the Ontario Department of Transport

1. The Three-Term School Year

Although the 1966 Amendment to Section 3 of The Schools Administration Act provides for a "three-term" year and a fixed break at the end of the second term, the change is not effective until September 1, 1967, and, hence, will not affect the Easter holidays until 1968.

2. Secondary School Graduation Diploma

Principals are reminded that students entering Grade 11 in September, 1966, should be following the Reorganized Programs of Study as outlined in Circular H.S. 1, 1966-67. No guarantee can be given that the General Course Diploma, granted under the Continuing Programs of Study in the secondary schools, will be available after the 1966-67 school year.

Following the present school year, and with the issue of Circular H.S. 1, 1967-68, the Reorganized Programs will be referred to as the Programs of Study in the Secondary Schools.

✓3. Deletions from Curriculum S.12 B, Grade 12 (Mathematics) for the school year 1966-67

If it is found necessary to shorten the course of study as outlined in Curriculum S.12 B, Grade 12 (Mathematics) during the school year 1966-67, it is suggested that the following topics be deleted:

Unit 2: topic 5
Unit 6: topic 4

4. Requests for Classroom Inspection for Special Purposes (Secondary)

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emorandum
1966-67:11(B)

Since inspectors do not visit all classrooms every year, it is the joint responsibility of principals and teachers, by September 30 of each school year, to request inspection for special purposes, such as, recommendation for a permanent certificate, endorsement, or admission to Type A Seminars, through the municipal superintendent or district inspector to the area superintendent concerned.

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5. Assignments in Africa, Asia and the Caribbean beginning September 1967 for Teachers and Teacher Trainers

The External Aid Office seeks applications from experienced teachers to fill two-year assignments commencing in September 1967 as teacher trainers at elementary and secondary school levels in the developing countries, and also as teachers of Mathematics, the Sciences, English, and French in the senior grades of secondary schools. Teachers holding specialist certificates in Industrial Arts and Commercial Subjects are also required.

Applicants for these positions must hold university degrees and teaching certificates and have had several years of successful teaching experience.

Teachers interested in this type of service should write for further information to the External Aid Office, 75 Albert Street, Ottawa 4, Ontario.

6. Information from the Ontario Department of Transport

The Ontario Department of Transport has requested the cooperation of educational officials in making the following information widely known among young motorists and their families. An Ontario driver's licence held by a driver under the age of 18 is not valid in the State of New York. Special restricted licences may be issued to New York State resident drivers, but drivers from Ontario and other provinces must be 18 years of age to drive legally in the state unless, in addition to their Ontario licence, they also hold a valid licence issued by the New York Department of Motor Vehicles authorizing them to drive in that jurisdiction.

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

July 26, 1966.

44 Eglinton Avenue West / Toronto 12, Ontario

1966-67:3
7500

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE CORRECTIONS TO BE MADE IN CURRICULUM RP-12 MATHEMATICS

Principals are asked to bring these changes to the attention of the technical directors and heads of Mathematics and Commercial departments.

The enclosed memorandum is to * be inserted in Curriculum RP-12 Mathematics.

This memorandum deletes references in Curriculum RP-12 to Curriculum I. and S.27 and Curriculum I. and S.8 and replaces them with reference to Curriculum RP-27 and Curriculum RP-31.

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

August 2, 1966.

* See Curriculum RP-12 Mathematics for memorandum.

44 Eglinton Avenue West / Toronto 12, Ontario

1966-67:4
7,500

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE 1. Grade 12 Departmental Tests in 1966-67
2. Grade 12 Departmental Examinations in 1966-67

Principals of secondary and private schools are asked to bring this memorandum to the attention of all teachers concerned.

1. Grade 12 Departmental Tests in 1966-67

At 9:00 a.m. on Friday, November 18, 1966, an Aptitude Test (SATO Verbal and Mathematical) will be administered to all pupils in Grade 12 of the Five-Year Programs, the Continuing Program and the Four-Year Programs.

At 9:00 a.m. on Friday, April 21, 1967, an achievement test in English structure and language, objective in nature, will be given to all pupils seeking credit in Grade 12 English of the Five-Year Programs and the Continuing Program.

2. Grade 12 Departmental Examinations in 1966-67

In June, 1967, a Grade 12 Departmental Examination will be conducted in Mathematics for all candidates of Five-Year Programs and the Continuing Program who seek credit in the subject for the Secondary School Graduation Diploma.

In June, 1967, Grade 12 Departmental Examinations will be written by pupils of the Four-Year Science, Technology and Trades Program in the following Technical subjects: Applied Electricity; Applied Electronics; Combined Applied Electricity and Applied Electronics; Drafting-Mechanical; Industrial Chemistry; Refrigeration, Air Conditioning and Heating. Further information regarding these examinations will be issued to principals early in the fall term.

The specific dates for these examinations cannot be given before the Grade 13 Departmental Examination Timetable is printed. Principals should, however, expect them to be written during the second week of June.

H. E. Elborn

H. E. Elborn,
Assistant Deputy Minister.

August 5, 1966.

1966-67:6
17000

ONTARIO
DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
Principals of Elementary and Secondary Schools
School Inspectors
Principals of Inspected Private Schools
Secretaries of School Boards
Departmental Officials

Re Scholarships for Study Outside Ontario, 1967-1968

Principals and Inspectors are asked to bring the Department of Education Scholarships for Study Outside Ontario to the attention of teachers, both elementary and secondary, who may be interested.

The courses of study to be followed by the recipients shall be those prescribed by a school, university, or other institution outside Ontario and approved by the Minister.

The awards will be made upon the following conditions:

1. The regulations provide for 4 Scholarships, each of $2500 per annum, for one year and payable in 2 instalments of $1250. A Scholarship shall not be renewable.
2. An applicant shall hold a university degree that is acceptable for the purpose of admission to the course of study leading to the Interim High School Assistant's Certificate, Type B, at an Ontario College of Education or that is acceptable for the purpose of obtaining an Interim Elementary-School Teacher's Certificate, Standard 4, and shall be a resident of Ontario.
3. An application for a Scholarship must be made in writing and must be supported by evidence of academic and professional standing, of general fitness to undertake post-graduate study, and of the School Board's willingness to grant leave of absence if the Scholarship is awarded. The applicant shall state the course of study he proposes to pursue. No uniform application form is provided.
4. Each teacher accepting a Scholarship shall sign an agreement to give at least three years' service to the Province of Ontario in educational work on completion of his course. On returning from the course the teacher shall notify the Department of the work he proposes to pursue in the Province, and, if at any time circumstances are such that he cannot complete the three years' service, the Department shall be notified of the facts of the case. The Minister may cancel the agreement if he decides that the circumstances warrant such action.
5. A teacher who wishes to apply for a Scholarship should write to the Registrar of the Department for a copy of the Regulation regarding Scholarships for Study Outside Ontario.
6. Applications shall be submitted to the Deputy Minister of Education, 44 Eglinton Avenue West, Toronto 12, on or before December 31, 1966. The awards will be announced prior to February 7, 1967.

G.L. Duffin
Assistant Deputy Minister of Education

TORONTO, October 5, 1966

44 Eglinton Avenue West / Toronto 12, Ontario

1966-67:7
6500

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
INSPECTORS OF SCHOOLS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF TEACHERS COLLEGES
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: INTRODUCTION OF NEW TYPE A PROGRAMS IN THE SINGLE FIELDS OF FRENCH AND IN LATIN

Effective September 1, 1966, the following Type A programs will be offered at Colleges of Education:

FRENCH

Total Credits - at least 60. Specialty Credits - at least 39.
French - at least 30 credits.
In addition, at least 9 credits in one or more subjects such as history or another language.

LATIN

Total Credits - at least 60. Specialty Credits - at least 39.
Latin - at least 27 credits.
12 additional credits in related subjects.

Teachers (or prospective teachers) who have the required number of credits to qualify for either of the programs listed above should submit their transcripts to the Director of Advanced Standing of a College of Education for an evaluation and ruling.

Admission to the Type A Seminar will be granted to candidates whose transcripts receive a favourable ruling from the Director of Advanced Standing, and whose inspectoral reports meet the standards set by the Department for admission to Type A courses.

Pending the inclusion of the programs outlined above in the next revision of Circular 649, this memorandum is to be considered as a supplement to the current Circular 649.

H.E. Elborn

H.E. Elborn,
Assistant Deputy Minister.

AUGUST 8, 1966

44 Eglinton Avenue West / Toronto 12, Ontario

1966-67:8
14,000

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: Directors and Superintendents
School Inspectors
Principals of Elementary and Secondary Schools
Secretaries of School Boards
Principals of Inspected Private Schools
Teachers' College Principals

SUBJECT: Senior Division Reading List, Curriculum S.4A (1957) and Supplement (1962); Intermediate Division Reading List, Curriculum I:4 (1957) and Supplement (1962).

Publication of the Senior and the Intermediate Reading Lists is discontinued. Approximately half of the titles which appear in these Lists are duplicated in the Basic Book List for Secondary Schools and its Supplement.

The titles which have been selected for the proposed revised editions of the Lists will be published in a second Supplement to the Basic Book List for Secondary Schools.

A system of continuous selection of books by thirty secondary school librarians across the province is now operative and Supplements and revised editions of the Basic Book List will be published regularly.

H. E. Elborn

H. E. Elborn,
Assistant Deputy Minister.

August 9, 1966.

1966-67:9
17000

ONTARIO
DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
Principals of Elementary and Secondary Schools
School Inspectors
Principals of Inspected Private Schools
Secretaries of School Boards
Departmental Officials

Re: Teacher Exchange for 1967-68

Principals are asked to bring this memorandum to the attention of all members of the staff.

1. Teacher Exchange is encouraged by the Department of Education as a means of enabling teachers to improve their professional knowledge and competence, and as a contribution to the promotion of national and international understanding. It is felt that the exchange scheme, providing opportunity as it does for travel and for first-hand study of other educational systems and techniques, is of great benefit not only to the teachers taking part, but to the School Boards involved.
2. Through the co-operation of the Canadian Education Association, exchanges may be arranged for Ontario teachers with teachers in other provinces of Canada, the United Kingdom, and the United States.
3. Exchanges are arranged for the school year, September to June. While on exchange the Ontario teacher is paid by his own School Board and his salary is subject to the usual deductions for superannuation contributions and for income tax. A teacher going on exchange to the United Kingdom from Canada is required to make available the sum of $250 to his exchangee, because of lower salary scales in the United Kingdom and because of loss on exchange when the salary of the teacher from the United Kingdom is converted into Canadian dollars. Each teacher on exchange pays his own travelling and living expenses.

   The Canadian Education Association has available, from a Canadian company, funds to provide bursaries of $200 each to teachers going on exchange *within* Canada.
4. A teacher should seek permission from his School Board to apply for exchange, only
   (*a*) if by September, 1967, he will be at least 25 years of age and will have had at least 5 years of teaching experience (or at least 3 years if he holds a University degree);
   (*b*) if he is genuinely interested and fully intends to accept an exchange if a suitable one is offered;
   (*c*) if he has not made application for any other type of appointment which would interfere with his acceptance of an exchange;
   (*d*) if he believes that his Inspector will recommend him as a superior teacher who will be a good representative of the Ontario schools while on exchange;
   (*e*) if he believes that, when required to do so, he will be able to furnish a medical certificate to the effect that he is in good health and free from any physical defect, organic or nervous ailment, or after-effects thereof, likely in his doctor's opinion to impair his mental or physical activity as an exchange teacher.
5. *Completed application forms for exchange for the school year 1967-1968 must be in the hands of the Teacher Exchange Officer, Department of Education, 44 Eglinton Avenue West, Toronto 12, Ontario, not later than November 30, 1966. Since applications are sent forward as soon as they are received, it is desirable to submit them to the Department of Education as early as possible.*
6. Teachers who are interested in exchange should write to the Teacher Exchange Officer, Department of Education, 44 Eglinton Avenue West, Toronto 12, Ontario, for more detailed information and for copies of the application form.

G.L. Duffin
Assistant Deputy Minister of Education

TORONTO, September 6, 1966.

44 Eglinton Avenue West / Toronto 12, Ontario

1966-67:10
14,000

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: PLANNING FOR PROTECTION AGAINST NATURAL EMERGENCIES AND NUCLEAR ATTACK

At the request of the Director, Emergency Measures Branch, Department of the Attorney General, this Memorandum has been prepared to supersede Circular 1200, Re: The Schools and Emergency Measures Against Nuclear Attack, dated November 26, 1962.

It is the general hope that no part of this Province will ever experience a natural emergency due to fire, flood, earthquake, nuclear accident, or hurricane, and that Canada will never become the object of nuclear attack; but communities must be prepared for such emergencies. Just as a community wisely prepares against the possibility of emergencies, so school boards and staffs should co-operate in planning for the protection of pupils in any situation that could arise. Children take part in fire drills regularly without undue anxiety, and they may participate in activities related to survival in the case of nuclear dangers without undesirable emotional reactions if care is taken to emphasize that preparing against danger is a sensible thing to do.

As the warning time is likely to be brief, responsibility for the safety of children at school during a natural emergency or a nuclear attack must rest with local school authorities. The schools of this Province are, for the most part, unsuited to serve as shelters, and it would seem in any case that children should be with their families if danger is present or is threatening. Subsection 3 of Section 4 of The Schools Administration Act states that schools may be closed under the Emergency Measures Act, 1962-63. Because an emergency, as defined in the Emergency Measures Act, might exist for some days, weeks, or even months, school boards should plan to close schools (a) on receipt of the Canadian Civil Reinforced Alert Warning from their local Municipal Emergency Government, or, (b) when the National Survival Attack Warning System is activated by siren or by C.B.C. broadcast. If warning of danger should reach pupils while at school, temporary assembly in a school basement or central corridor might be necessary before dispersal to their homes.

(over)

Ontario is a large Province, and the problems of the schools with regard to emergency measures will vary greatly with the type, size and location of the institutions concerned. School boards and their principals are advised to consult their local Emergency Measures Organization (EMO) co-ordinators for advice regarding practical steps that they might take in the interests of the protection of their pupils. Should a board not know the name and address of the EMO co-ordinator of its county or area, inquiry may be made of the clerk of the municipality or of the Department of the Attorney General, Emergency Measures Branch, 67 College Street, Toronto 2, Ontario.

Each school in this Province should have a carefully prepare plan for emergency action. Upon receipt of this Memorandum school officials should take steps to update existing emergency plans or make new ones. The local EMO co-ordinators will provide planning guides and will assist planning committees in their work. A school plan should include: (i) the way in which warning would be received and given; (ii) drills for the temporary assembly of pupils in protected areas; (iii) instruction regarding dispersal of pupils to their homes; (iv) information for older pupils concerning the nature of nuclear dangers and the fallout problem. The co-operation of parents, possibly enlisted through the Home and School or Parent Teacher Associations, would be helpful in interpreting the plan to the pupils and to the community.

Principals and teachers are urged to take advantage of courses offered from time to time by local Emergency Measures Organization and to acquaint themselves with available publications related to planning for survival.

Reference Publications

The following publications may be obtained free on request from your local EMO co-ordinator: "11 Steps to Survival", "Welfare Tips for Survival", "Understanding Fallout", and "Your Emergency Pack". Booklets pertaining to blast and fallout shelters are also available.

The following pamphlets may be obtained free on request from the Public Information Division, Officer of the Fire Marshall, Room 604, 204 Richmond Street West, Toronto 1, Ontario: "Fire Safety Hints for Public Survival" (for teachers and students); "Fire Prevention Education - An Educational Guide for Teachers" (for teachers only); and "Fire Evacuation Procedure for Schools" (for principals).

G.L. Duffin

G.L. Duffin,
Assistant Deputy Minister.

August 24, 1966.

44 Eglinton Avenue West / Toronto 12, Ontario

1966-67:11
14,000

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE CERTIFICATION PROCEDURES

A. An interim certificate does not become permanent automatically after two years of successful teaching. The following conditions must be met:

1. The quality of the teaching must meet the standard set by the Department for the granting of the permanent certificate and be so certified by the appropriate inspector.

2. (a) Elementary: an application on Form 614 (a), must be submitted to the Inspector (provincial or municipal) along with the interim certificate.

(b) Secondary: an application on Form 613, with the necessary teaching experience certified by the principal, must be submitted to the Deputy Minister along with the interim certificate, except in a municipal inspectorate, where the form and the certificate are to be sent to the Municipal Superintendent.

B. 1. It is the responsibility of the teacher who wishes to have a certificate made permanent or endorsed to request through his principal inspection by an ✓ appropriate inspector; see Memorandum 1966-67:2, item 4. In the case of endorsement, inspection should be carried out in the subject(s) of endorsement.

For the most part the 'subject of endorsement' and time-table designation of the subject are identical; e.g., English, Mathematics, Physics. However, where this is not the case the following list indicates the subject of endorsement and, in brackets, the time-table designation: Political Science (World Politics), Psychology (Man in Society), and Sociology (Man in Society).

2. Timing of application: If the one-year minimum period of successful experience necessary for endorsement is completed at the end of the current year, application should be made in May of that school year. Similarly if the two-year minimum period of successful experience necessary for a permanent certificate is completed at the end of the current year, application should be made in May. However, if more

(Over)

than one year (for endorsement) or two years (for a permanent certificate) have been completed at the time of inspection, application may be made at once for the endorsement or permanent certificate. (Note: the one year of successful experience necessary for endorsement must be achieved after the date of the interim certificate; the year taught under a T.S.S. (the Temporary Secondary School Certificate) may not be counted for purposes of endorsement.)

C. Successful teaching experience obtained in Schools for Retarded Children may now be considered as part or all of the minimum two years' experience in an elementary school necessary as the basis for recommendation for a permanent elementary school teacher's certificate. Certified experience during the school years 1964-65 and 1965-66 may be counted retroactively.

D. Letters of Standing

Letters of Standing are not automatically converted into regular certificates. The holder of such a letter must, when assured by an inspector that his teaching while holding the letter is satisfactory, apply in May of the school year for the appropriate interim certificate. Applications requesting the certificate and enclosing the Letter of Standing should be sent to:

The Letters of Standing Officer,
Department of Education,
44 Eglinton Avenue West,
TORONTO 12, Ontario.

(Note: Total successful teaching in the school year during which a Letter of Standing is issued is countable: (a) toward the ten months certified successful teaching required for qualification for the interim Ontario certificate and (b) toward the two-year minimum required for qualification for a permanent certificate.)

G L Duffin
for H. E. Elborn
Assistant Deputy Minister.

August 23, 1966.

44 Eglinton Avenue West / Toronto 12, Ontario

1966-67:12
14,000

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: REVISION OF MEMORANDUM 1961-62:38, DEPARTMENT OF EDUCATION, RESPONSIBILITIES OF ELEMENTARY AND SECONDARY SCHOOLS IN AIDING PUPILS IN THE SELECTION OF SECONDARY SCHOOL PROGRAMS

The practice of providing an effective transition of Grade 8 pupils to secondary school continues to be of paramount importance. It is essential that schools provide sufficient information and guidance so that the parents and pupils can make wise decisions regarding the pupil's choice of program and course.

This memorandum contains recommendations for close co-ordination between elementary and secondary schools:

1. Because pupils from several inspectorates may be enrolled in any one secondary school it is suggested that, early in the Fall term, the secondary school principal approach the elementary school inspectors with the objective of arranging for a meeting to discuss -

   a) what information should be prepared for distribution to elementary schools
   b) the manner in which the secondary school principal(s) will be informed of the tentative choices of pupils
   c) the arrangements for an early meeting of all Grade 8 teachers, elementary school principals and representatives of the secondary school(s), including guidance personnel.

2. In the meeting referred to in 1.(c), the programs, branches, and options of the secondary schools should be carefully outlined. Time should be allowed for discussion of the material which has been prepared for distribution. All Grade 8 teachers must be conversant with the various opportunities offered in the secondary schools since they will be personally involved in assisting Grade 8 pupils and their parents.

3. In the Grade 8 group guidance classes, essential information concerning the secondary school programs should be explained to the pupils in each school system. This information can be presented through a series of lessons prepared by a committee composed of representatives from both the elementary and secondary panels.

. . . . 2

4. Each Grade 8 pupil should be counselled regarding his choice of program, branch, and optional subjects. Parent interviews should also be encouraged.

5. Arrangements should be made through the elementary school inspector(s) for representatives of the secondary school(s) to visit Grade 8 classes for the purpose of supplementing the information already provided, if this appears desirable. Parents should also be invited to this meeting.

6. An evening meeting in the secondary school is a further means by which the secondary school representatives may explain to Grade 8 pupils and their parents the educational opportunities available in the school.

7. Many secondary schools find that an orientation day in June is a mutually profitable arrangement. Such a visit should be organized to permit the incoming pupils to become acquainted with their new school and its operation. Choice of courses should therefore not be left until the date of the orientation day. Under no circumstance should the occasion be used for testing purposes.

8. Because the Ontario School Record Part I contains such important information on the pupils, it is essential that these records be transferred to the secondary schools by the end of June.

G. L. Duffin

G. L. Duffin
Assistant Deputy Minister.

August 22, 1966.

44 Eglinton Avenue West / Toronto 12, Ontario

1966-67:13
14,000

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE
1. Important Amendment to the Highway Traffic Act regarding the School Bus Law
2. Address of the Publications Office, Ontario Department of Education
3. Brochures prepared by the Division of School Planning and Building Research
4. National Student-Aid Information Service of the C.S.T. Foundation

1. Important Amendment to the Highway Traffic Act

As of September 1, motorists will be required to stop when overtaking and when approaching a school bus stopped with signals flashing. The cooperation of principals is requested in bringing this amendment to the immediate attention of all students at the beginning of the school year.

2. Address of the Publications Office, Ontario Department of Education

Requests for Departmental publications may be addressed to:

The Publications Office,
Room 455, Business Administration Branch,
44 Eglinton Avenue West,
TORONTO 12, Ontario.

3. Brochures prepared by the Division of School Planning and Building Research

The following brochures have been prepared by the Division of School Planning and Building Research in conjunction with Inspectors and other Departmental officials for the assistance of principals and school boards in the planning of facilities in their schools:

(a) Suggestions for Library Materials Centres for Secondary Schools

(b) Suggestions for School Boards Considering Rehabilitation of an Old Building

(c) Suggestions for Physical Education Facilities in Ontario Secondary Schools

(d) Suggestions for Guidance Centres for Secondary Schools

(Over)

4. National Student-Aid Information Service of the C.S.T. Foundation

The National Student-Aid Information Service, Canadian Scholarship Trust Foundation, North American Tower, 797 Don Mills Road, Don Mills, Ontario, has asked us to announce to the secondary schools that their new Student-Aid Information Manual is available at a cost of $12.50 for the first year and $10.00 per year in subsequent years for information designed to keep the publication up to date. About 1800 - 2000 changes are made each year.

G L Duffin

G. L. Duffin
Assistant Deputy Minister.

August 30, 1966.

44 Eglinton Avenue West / Toronto 12, Ontario

1966-67:14
14,000

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMEMENTARY AND SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE ONTARIO RED CROSS YOUTH

"Red Cross Youth" is the new name of Junior Red Cross. It is an "umbrella" term which includes Junior Red Cross in elementary schools, High School Red Cross in secondary schools, and College Red Cross for young people who are beyond high school age.

The new name also reflects the changing emphasis within this organization. Ever aware of human needs at home and abroad, the Red Cross is expanding its role in the field of international understanding. It is hoped that the excellent support which Ontario classes and schools have given to Junior Red Cross in the past will be continued. Forms for enrolment are available from the inspectors and from: Mr. Paul Meldrum, Director, Ontario Red Cross Youth, 460 Jarvis Street, Toronto 5, Ontario.

Students enrolled in a Red Cross Youth Club become a part of a world-wide youth organization which operates in the schools of ninety-one countries, with a membership of 70 million. These members are dedicated to health, service and international understanding. They become involved in cultural exchanges (albums, tape recordings, letters, art, etc.), health projects (nutritional studies, local health problems), and service programs (the provision of voluntary service in their schools and communities).

The Ontario Department of Education endorses Red Cross Youth as an in-school activity dedicated to these aims. Using Red Cross publications such as the magazine and the newsletters, the students select their own activities, organize the work, and carry on their Red Cross Youth projects within the framework of a democratic structure. The role of the teacher becomes that of a resource person and guide. Thus, citizenship responsibility is discovered by each member of the group.

One of the ways that the students of our schools provide service is through the collection of funds. Red Cross Youth is committed to the belief that fund raising must be a means to an end, i.e., an increased awareness of human conditions - local, national, and world wide. It is the belief of Red Cross Youth that any fund raising must be linked with education. For this reason the Department recognizes the fund-raising activities of Red Cross Youth as one facet of their overall program.

(Over)

Red Cross Youth is a valuable resource aid to your school program. It provides the opportunity to correlate school subjects through student-selected projects. It provides channels of communication amongst children of differing cultures as well as the development of attitudes of co-operation and concern for others. In short, this International Youth Program is an excellent medium for citizenship training.

G L Duffin
G. L. Duffin
Assistant Deputy Minister.

August 31, 1966.

1966-67:15
7500

ONTARIO
DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
School Inspectors
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

Re Certificates Accepted as the Equivalent of Certain Secondary School Music Options

For Grade 10 Standing in Music

The certificates listed under Grade 10 on the back of this sheet are accepted in lieu of, but not in addition to, the Music course in Grades 9 and 10.

For the Secondary School Graduation Diploma

The certificates listed under Grade 12 on the back of this sheet are accepted in lieu of, but not in addition to, the Music course. When the certificate is presented for inspection according to the "Instructions to Principal" on the diploma application form, the standing may be used, in accordance with the requirements of Circular H.S.1, as an option to complete the requirements for the Secondary School Graduation Diploma.

For the Secondary School Honour Graduation Diploma

The certificates listed under Grade 13 on the back of this sheet are accepted in lieu of the prescribed course in Music (one credit) for the purposes of the Secondary School Honour Graduation Diploma and may be indicated on the diploma. These certificates are accepted even though they may have been accepted for the Secondary School Graduation Diploma at the end of Grade 12.

Departmental Statements of Grade 13 Standing

Standing in Music obtained by examinations taken at a college or conservatory of music is not recorded on the Grade 13 Statements of Standing, which report the results of the annual Departmental Examinations. An applicant for admission to a teachers' college or a university should submit his original Music certificate along with his application form.

G.L. Duffin
Assistant Deputy Minister of Education

TORONTO, September 21, 1966.

[OVER]

TABLE OF CERTIFICATES ACCEPTED IN LIEU OF PRESCRIBED COURSES IN MUSIC

	GRADE 10	GRADE 12	GRADE 13
ROYAL CONSERVATORY OF MUSIC OF TORONTO	Grade V Practical or a higher certificate	(i) Grade VII Practical and Grade II Theory OR (ii) Grade III Theory	(i) Grade VIII Practical and Grade II Theory OR (ii) Grade IV Theory
WESTERN ONTARIO CONSERVATORY, LONDON	Grade Junior V Practical or a higher certificate	(i) Grade Senior VII Practical and Grade II Theory OR (ii) Grade III Theory	(i) Grade Senior VIII Practical and Grade II Theory OR (ii) Grade IV Theory
ROYAL HAMILTON COLLEGE OF MUSIC	Grade V Practical or a higher certificate	(i) Grade VII Practical and Grade II Theory OR (ii) Grade III Theory	(i) Grade VIII Practical and Grade II Theory OR (ii) Grade IV Theory
McGILL CONSERVATORIUM	Grade 6 Practical or a higher certificate	(i) Grade 9 Practical and Grade 9 Theory OR (ii) Grade 10 Theory and T.C.M. Grade III History	(i) Grade 10 Practical and Grade 10 Theory OR (ii) Grade 11 Theory
TRINITY COLLEGE LONDON, ENGLAND	Advanced Prep. Practical or a higher certificate	Interm. Practical and Grade IV Theory	Senior Practical and Grade V Theory OR Grade VIII Theory
ROYAL SCHOOLS LONDON, ENGLAND	Grade IV Practical or a higher certificate	Grade V Practical AND (i) Grade IV Grammar of Music OR (ii) Grade IV Theory	Grade VI Practical AND (i) Grade IV Grammar of Music OR (ii) Grade V Theory

Copy 1

44 Eglinton Avenue West / Toronto 12, Ontario

1966-67:17
14,000

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE BOARD-OWNED SCHOOL BUSES

Recent changes in The Highway Traffic Act regarding
(i) Responsibilities of drivers of vehicles
(ii) Signs re stopping of bus at railway crossings

1. The attention of those boards that own and operate school buses is drawn to recent changes in The Highway Traffic Act, chief among which is that requiring vehicles meeting a school bus, as well as those that are overtaking a school bus, to stop for a halted school bus under certain conditions.

Section 94. (1) In subsections 2 to 4, "School Bus" means a motor vehicle ...... that,

(b) is equipped with two red signal-lights on the rear thereof and two red signal-lights on the front thereof.

(2) Where a school bus is stopped on a highway or part of a highway on which the maximum speed limit is greater than 35 miles per hour for the purpose of receiving or discharging school children, the driver of a vehicle,

(a) when overtaking a school bus on which the words "do not pass when signals flashing" are marked and two red signal-lights are illuminated by intermittent flashes; and

(b) when meeting on such a highway, other than a highway with separate roadways, a school bus on the front of which two red signal-lights are illuminated with intermittent flashes,

shall stop the vehicle before reaching the school bus and shall not proceed until the school bus resumes motion or the signal-lights are no longer operating.

(3) The driver of such a school bus upon a highway or part of a highway on which the maximum speed limit is greater than 35 miles per hour, when he is about to stop the school bus for the purpose of receiving or discharging school children, shall actuate the signal-lights and shall continue them in operation

(Over)

while stopped for such purpose and, in the case of such a highway that does not have separate roadways, until those children who of necessity must cross the highway have completed the crossing.

2. It was formerly required that a school bus wear a sign on the rear to read as follows: "THIS VEHICLE STOPS AT ALL RAILWAY CROSSINGS". It should be noted that, with the repeal of subsection 3 of section 93 of The Highway Traffic Act, such a sign is no longer required. It may still be used however.

Boards are asked to bring this information to the attention of all concerned.

G L Duffin

G. L. Duffin
Assistant Deputy Minister.

September 9, 1966.

44 Eglinton Avenue West / Toronto 12, Ontario

1966-67:18
7500

EXAM. 1

ONTARIO DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
School Inspectors
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

Re The Grade 13 Departmental Examinations of 1967

The Principal is asked to bring this Memorandum to the attention of (a) all teachers and students of Grade 13 day and evening classes, and (b) where possible, private-study candidates.

The Minister of Education announces the following provisions which are applicable to the Grade 13 Departmental Examinations of 1967.

1. Reduction of Grade 13 courses for examination purposes

As in 1965-66, certain topics are deleted, for examination purposes, from each of the Grade 13 courses to the extent of approximately three weeks' work in order to provide opportunity for the study in depth of some topics.

Curriculum S.8, Curriculum Bulletin, has been revised for 1966-67 and copies are being sent to the schools. This Bulletin,

(a) indicates the deletions of subject content for the Grade 13 examinations of 1967; and

(b) outlines how teachers may make effective use of the three weeks of additional teaching time which will be at their disposal.

2. Length of examination periods in June, 1967

The examination in each of the languages, including English and Français, Introduction to Analysis (Mathematics A), Algebra (Mathematics B) and Problems, will be three hours in length. The examination in each of the other subjects will be two hours in length.

3. Examinations in the languages

The only examination which will be provided in each of the languages, including English and Français, in June, 1967, will be the single, 2-credit, 3-hour examination.

4. Examination in Biology

In June, 1967, there will be a single, 1-credit, 2-hour examination in Biology.

There will be no examinations in June, 1967, based on the former courses in Botany and Zoology.

5. Examinations in Mathematics

(a) In June, 1967, there will be a 3-hour examination in Introduction to Analysis (Mathematics A) and a 3-hour examination in Algebra (Mathematics B). These examinations will be based on the new course in Mathematics introduced in September, 1966, (See Curriculum S.12C for 1966-67).

For the Secondary School Honour Graduation Diploma or for admission to a Teachers' College, a combination of Introduction to Analysis (Mathematics A) and Algebra (Mathematics B) will count as three credits. Standing in Introduction to Analysis (Mathematics A) or Algebra (Mathematics B) alone, will count for two credits.

(b) In June, 1967, there will be a 2-hour, 1-credit examination in Mathematics of Investment. Subject to the restrictions that Algebra (old) and Mathematics of Investment may not both receive credit, and that not more than three credits in Mathematics may be counted, Mathematics of Investment may be used in combination with the other mathematics papers for the purpose of the Secondary School Honour Graduation Diploma.

(c) 2-hour, 1-credit, Departmental examinations will be provided in June, 1967, in each of Algebra, Geometry, and Trigonometry and Statics, based on the courses of study in effect during the 1965-66 school year as outlined in Curriculum S.12 and Curriculum S.8. The following students are eligible to write one or more of these examinations:

(i) Students who failed Grade 12 Algebra (Grade 11 Geometry) and have obtained standing in the Mathematics option in 1966 by completing successfully the old Grade 11 Geometry (Grade 12 Algebra) course and the new Grade 11 Mathematics course;

(ii) Students who wrote one or more of the Grade 13 Departmental papers in Algebra, Geometry, and Trigonometry and Statics, in June, 1966, or in a previous year, whether or not standing was obtained;

(iii) Special cases given permission in writing by the Registrar of the Department after application by the Principal or the Administrator of Correspondence Courses, or, in the case of private-study candidates, by the candidate.

Note 1. The re-writing of any of these papers in June, 1967, for the purpose of up-grading, will be permitted.

Note 2. Principals and the Administrator of Departmental Correspondence Courses will send to the Registrar the names of students who require special permission under (iii) to write these examinations, and will provide reasons for the requests. Names of students who qualify under (i) and (ii) are not to be included.

Note 3. Private-study candidates who do not qualify under (i) or (ii) shall write direct to the Registrar for permission.

6. Examination in Problems

In June, 1967, the 3-hour Grade 13 Problems paper will be based on the topics listed in Curriculum S.12C for Introduction to Analysis (Mathematics A) and Algebra (Mathematics B). The deletions and options in Mathematics A and B, announced for the school year 1966-67, will not apply to the 1967 Problems paper.

7. The use of the Teacher's Mark in June 1967

In 1967, 35% of the final Departmental standing will be based on the teacher's mark and 65% will be based on the examination written in June. Except in the case of Art, where part of the final mark will be based on a portfolio, a private-study candidate will have his final mark based entirely on the written June Departmental examination.

8. Art

In the case of Art, further information will be announced shortly.

9. Further information

From time to time further information will be sent to the schools.

G L Duffin
Assistant Deputy Minister

OCTOBER 7, 1966

44 Eglinton Avenue West / Toronto 12, Ontario

1966-67:19
7500

ONTARIO DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
School Inspectors
Principals of Secondary Schools
Secretaries of School Boards
Department Officials

Re: Board-Sponsored Winter Courses for Teachers, for Certificate Credit

✓This Memorandum supersedes Memorandum 1965-66:62, dated March 8,1966.

No changes have been made in the basic requirements for establishing winter courses for certificate credit, but some items have been expanded and clarified.

Attention is particularly directed to the following:

(i) the list of courses which may be offered with the minimum number of staff members required for each (Until the Department and School Boards have had an opportunity to evaluate winter sessions it is expected that only those courses leading to the Elementary Certificate will be offered.)

(ii) the revised attendance regulations

(iii) the experience requirement for certain courses

Further details are outlined on the reverse side of this Memorandum.

It is understood that the provision of accommodation, the selection and payment of staff, and the collection of fees, will be the responsibility of the sponsoring Board(s). The Department cannot undertake to provide staff, books, or financial assistance for winter courses.

You are requested to bring this information to the attention of School Boards.

Please note that inquiries regarding winter courses, and completed application forms should be directed to the Superintendent, Professional Development Division, Department of Education, 44 Eglinton Ave.West,Toronto 12.

G.L. Duffin
Assistant Deputy Minister.

Toronto, Ontario,
September 7, 1966.

(over)

Re: Board-Sponsored Winter Courses for Teachers, for Certificate Credit

The Minister of Education, the Honourable Wm.G. Davis, has approved the following:

1. A Board desiring to operate a winter course for teachers, leading to a Department of Education Certificate, will submit an application, on the forms provided, on or before April 1, to conduct a course during the following school year.

2. Only courses for which the Board(s) can provide a sufficient number of qualified staff members may be offered. Two or more Boards may act as co-sponsors of a course. (A list of courses with the minimum staff requirements for each is included in this memorandum).

3. Admission requirements, attendance, regulations, and hours of instruction will be the same as those for equivalent summer courses.

4. Course content, assignments, examinations, and qualifications of staff are subject to approval by the Department.

5. The Department reserves the right to exercise such supervision of a course as is deemed necessary.

6. Where it is reported to the Minister that too few candidates are in attendance, or that a Board has failed to provide an adequate number of qualified and experienced instructors to conduct a course effectively, or that the regulations of the Department are not being observed, the Minister may withhold certificate credit for such a course.

Notes:

1. Selection and payment of staff, and the setting and collection of fees, will be the responsibility of the sponsoring Board(s). The Department cannot undertake to provide staff or financial assistance for winter courses.

   Sponsors will also be expected to make provision for an adequate supply of reference texts, equipment, and materials necessary to conduct a particular course. (Note that Department Summer Course books and equipment are used by the Teachers' Colleges and other branches during the winter and will not be available).

2. The principal of each winter course will submit to the Professional Development Division, Department of Education, or or before August 1, a topical outline indicating the content of the course to be offered.

Note 3. Admission requirements for all courses are outlined in the Regulation re Special Certificates. Please note the revision of Admission Requirements for Advanced Certificates in Art, Guidance, Music and Special Education as outlined in Memorandum 1965-66:70 dated April 5, 1966.

Teaching experience obtained on a Letter of Permission, a Letter of Provisional Standing, a Temporary Certificate, or on a Deferred Interim Second Class Certificate will not be accepted toward the experience requirement for any course. No exceptions will be made.

Where the eligibility of an applicant for admission to a course is in doubt because of his teaching experience and/or his certificate, a ruling must be obtained from the Registrar, Department of Education, before final admission to the course is granted.

Note 4. Attendance regulations permit necessary absence of 3 days during a Departmental Summer Course. In exceptional circumstances an absence of 5 days may be permitted. An absence of more than 5 days for any reason, prevents a candidate from receiving a certificate. For winter courses the same rule should apply, substituting the following: Absence of more than 20 hours, (i.e. 5 four-hour sessions or ten two-hour sessions) for any reason, will prevent a candidate from receiving a certificate.

Hours of instruction in Departmental Summer Courses may not be fewer than 120. For Winter Courses there will be a minimum of 100 hours of classroom instruction plus 20 hours for reading, study and assignments.

Note 5. Completed application forms and all inquiries regarding winter courses should be directed to the Superintendent, Professional Development Division, Department of Education, 44 Eglinton Ave. West, Toronto 12.

(See reverse side for list of courses)

Minimum Number of Instructors Acceptable for Winter Courses Leading to Departmental Certificates

COURSE	Minimum No. of Instructors	Numbers for Additional Students
Art	5 for up to 100 students	1 for each additional 20
Audio-Visual Methods	3 for up to 30 students	1 for each additional 10
Elementary Mathematics (Grades 1 to 6)	3 for up to 75 students	1 for each additional 30
Elementary Teacher-Librarian	6 for up to 100 (including 3 professional librarians)	1 for each additional 50
Guidance	3 for up to 50 students	3 for each additional 50
Industrial Arts	2 for up to 25 students	1 for each additional 15
Intermediate Div. Mathematics (Grades 7 and 8)	3 for up to 75 students	1 for each additional 30
Intermediate Education	5 for up to 100 students	1 for each additional 35
Junior Education	5 for up to 100 students	1 for each additional 35
Music	3 for up to 20 students	1 for each additional 20
Physical Education	4 per unit for 50 students	1 for each additional 15
Primary Methods, Part I	4 lecturers for up to 100 plus 1 demonstration teacher for each 30 (minimum of 2 demonstration teachers)	1 for each additional 30 1 demonstration teacher for each additional 30
Primary Methods, Part 2	6 for up to 150, plus 1 demonstration teacher for each 30 students (Minimum of 3 demonstration teachers)	Same as Part I
Special Education (Auxiliary)	5 for up to 100 students (3 for compulsory subjects 2 for each option provided)	1 for each additional 15
Teaching French to English-speaking Pupils	3 for up to 20 students	1 for each additional 10

A number of the courses mentioned in the Regulation re Special Certificates but not included in this list are the responsibility of the Ontario College of Education.

44 Eglinton Avenue West / Toronto 12, Ontario

1966-67:20
14,000

Copy 1

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE
1. Permission to teach French to English-speaking pupils in the Elementary Schools
2. New Business Extension Program
3. UNICEF (United Nations International Children's Fund)

1. Permission to teach French to English-speaking pupils in the Elementary Schools

Effective September 1966 French becomes an optional subject in Grades 7 and 8; that is, the local school board will make the decision whether to offer French instruction to its pupils in Grades 7 and 8. Boards who offer such instruction would ordinarily be expected to offer it to all pupils registered in these grades.

French remains a permissive subject for all other grades in the elementary schools. Requests for permission to teach French in any such grades should be addressed by the local school inspector to the Curriculum Division, 44 Eglinton Avenue West, Toronto 12, and should contain the following information:

(a) The grades to receive instruction.
(b) The number of classes per week, and the length of the classes at each grade level.
(c) The name and qualifications of each teacher of French.
(d) The total number of classes per week for each teacher involved.

It should be noted that the frequency rather than the duration of the classes is of the greatest importance. Daily exposure to the second language is strongly recommended.

An explanation regarding the special circumstances concerned will be expected to accompany any request for permission to teach French for fewer than four periods per week. In any situation in which such permission is accorded, it will be for a limited time only, with the understanding that the school board should not expect such permission to be renewed until a satisfactory timetable is arranged.

2. New Business Extension Program

The Advanced Technical Education Courses Branch has developed a new program of Business Extension Evening Courses which will operate in a manner similar to the A.T.E.C. program. Boards interested in further details regarding the new program should contact the Director, Applied Arts and Technology Branch, Ontario Department of Education, 55 Eglinton Avenue, East, Toronto 12, Ontario.

(Over)

3. UNICEF (United Nations International Children's Fund)

UNICEF (United Nations International Children's Fund) is a branch of the United Nations Association devoted to the welfare of the world's children, and is regarded as a children's crusade for children by children. This is being brought to the attention of school authorities with the understanding that the program may be introduced into the schools with the consent of the school boards. During last year's campaign Ontario schools raised $151,482 for all the other children of the world who need help. One cent provides five glasses of milk (dried, free surplus); $7.00 sends a blackboard to a far away school; $20.00 gives a health worker a bicycle to ride on.

G L Duffin
G. L. Duffin
Assistant Deputy Minister.

September 16, 1966.

44 Eglinton Avenue West / Toronto 12, Ontario

ONTARIO DEPARTMENT OF EDUCATION

1966-67:21
7500

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS

RE SEPTEMBER 1966 STATISTICAL REPORTS

Statistical forms for reports as of September 30, 1966, will reach you about that date. In the interim, the Education Data Centre will send you samples and instructions for all applicable forms.

Most of the forms will be pre-identified by computer to reduce your work. Nevertheless, Inspectors and Superintendents are again asked to assume responsibility for ensuring that returns for all schools are properly completed and returned to the Education Data Centre, 44 Eglinton Avenue West, Toronto 12. The use of the above address is obligatory as the Centre will shortly be moving from the Frost Building.

Except for greater use of computer pre-identification, there are few changes in the forms. There is, however, an added page on all Principals' Reports. This is for the quinquennial study of age, grade, and sex distributions.

Elementary school reports, that is, both Principals' Reports and Teachers' Reports, will be distributed to and returned through Inspectors and Superintendents. The corresponding Secondary and Private School Principals' and Teachers' Reports will be distributed directly to the Principals. The Secondary reports will be returned through Inspectors or Superintendents, and the Private School Reports will be returned directly to the Education Data Centre.

The mailing will include "master lists" for checking purposes, and blank forms for new schools and new teachers.

Pupil retirement reports from secondary schools for the period October 1, 1965, through September 30, 1966, should be returned directly to the Education Data Centre unless the Inspectors or Superintendents specifically request the forms. A supply of new forms for the period October 1, 1966, through September 30, 1967, is now being mailed directly to the Principals of Secondary Schools. These new forms should be completed as retirements occur and held until September 30, 1967.

The care with which you have completed and checked all forms in previous years is much appreciated. Inasmuch as the data so obtained will form the basis of the statistical portion of the Report of the Minister of Education for 1966, your continued efforts are requested.

GL Duffin

G. L. Duffin
Assistant Deputy Minister.

September 19, 1966.

[illegible]

ONTARIO DEPARTMENT OF EDUCATION [illegible]

MEMORANDUM TO: [illegible]

[illegible]

RE: [illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

44 Eglinton Avenue West / Toronto 12, Ontario

1966-67:22
7500

EXAM. 2

ONTARIO DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
School Inspectors
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

Re the Grade 13 Departmental Examination in English, 1967

Principals are asked to bring this Memorandum to the attention of all teachers of Grade 13 English.

A. General Information

1. In 1967 the final Departmental standing for candidates in Grade 13 English who have been (i) in regular attendance in day or evening classes of a secondary school or an inspected private school or (ii) enrolled in the Departmental Correspondence Courses will be calculated as follows.

    (a) 35% of the final standing will be based on the Teacher's Mark which, in the opinion of (i) the principal and teacher or (ii) the Administrator of Departmental Correspondence Courses, represents the candidate's proficiency in English.

    The Teacher's Mark will be calculated on the basis of 50% for proficiency in the year's work in writing and 50% for proficiency in the year's work in English literature and will be submitted to the Department as one mark on the basis of 100.

    (b) 65% of the final standing will be based on the single Departmental examination in English written in June.

    In addition to any marks which may be given for the general style of the answer papers in English in 1967, marks for style and organization will be awarded for answers to one or more essay-type questions on the plays or novel. A clear notation will appear on the examination question paper where marks for style and organization are to be awarded to an answer for a specific question.

2. (a) The writing part of the Teacher's Mark will be based on all essays which the student has written during the school year 1966-67 (not fewer than four).

(over)

(b) At least two different types of essays are to be included in calculating the writing mark, and two of the essays are to be written in the school under supervision, either as part of formal examinations, or in the classroom under supervision at any time during the year.

(c) The longer critical essay, or literary essay, based on some phase of the literature part of the course, may weigh more heavily than one of the shorter essays. Its relative weight will vary according to the topic and the length of the essay.

(d) The student's essay notebook or file of essays should be readily accessible in the schools for the perusal of Provincial or Municipal Inspectors during the school year 1966-67. Any essays on file in the school may be returned to the students after the second week in May.

B. Assistance for teachers in the marking of essays

In addition to the usual supervisory program carried on by inspector principals, heads of departments, and others, the Department of Education will continue to encourage the organization of marking seminars in all parts of the Province. These seminars are a valuable part of the in-servic training program for all teachers of English.

Suggestions to teachers of English and materials for use in marking seminars are included in the 1966 edition of Circular S.4C, copies of which are being sent to the schools in the fall term for the assistance of each teacher of English in the school.

G L Duffin
Assistant Deputy Minister

TORONTO 12, September 27, 1966

44 Eglinton Avenue West / Toronto 12, Ontario

ONTARIO DEPARTMENT OF EDUCATION

1966-67:23
7500

EXAM. 3

Memorandum to Directors and Superintendents
School Inspectors
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

Re the Grade 13 Departmental Examination in Français, 1967

Principals are asked to bring this Memorandum to the attention of all teachers of Grade 13 Français.

A. General Information

1. In 1967 the final Departmental standing for candidates in Grade 13 Français who have been in regular attendance in day or evening classes of a secondary school or an inspected private school will be calculated as follows.

   (a) 35% of the final standing will be based on the Teacher's Mark which, in the opinion of the principal and teacher, represents the candidate's proficiency in Français.

   The Teacher's Mark will be calculated on the basis of 50% for proficiency in the year's work in writing and 50% for proficiency in the year's work in "explication de textes" and will be submitted to the Department as one mark on the basis of 100.

   (b) 65% of the final standing will be based on the single Departmental examination in Français written in June.

   In addition to questions based on the year's work in "explication de textes", the Departmental Examination in Français in 1967 will also include style appreciation of a sight passage and a short essay based on the plays or novels.

2. (a) The writing part of the Teacher's Mark will be based on all essays which the student has written during the school year 1966-67 (not fewer than four).

(over)

(b) At least two different types of essays are to be included in calculating the writing mark, and two of the essays are to be written in the school under supervision, either as part of formal examinations, or in the classroom under supervision at any time during the year.

(c) The longer critical essay, or literary essay, based on some phase of the course in "explication de textes" may weigh more heavily than one of the shorter essays. Its relative weight will vary according to the topic and the length of the essay.

(d) The student's essay notebook or file of essays should be readily accessible in the schools for the perusal of Provincial or Municipal Inspectors during the school year 1966-67. Any essays on file in the school may be returned to the students after the second week in May.

B. Assistance for teachers in the marking of essays

In addition to the usual supervisory program carried on by inspectors, principals, heads of departments, and others, the Department of Education will continue to encourage the organization of marking seminars. These seminars are a valuable part of the in-service training program for all teachers of Français.

Suggestions to teachers of Français and materials for use in marking seminars are included in Circular S.4CF, copies of which are being sent to the schools in the fall term for the assistance of each teacher of Français in the school.

G.L. Duffin
Assistant Deputy Minister

TORONTO 12, September 27, 1966

44 Eglinton Avenue West / Toronto 12, Ontario

ONTARIO DEPARTMENT OF EDUCATION

RECEIVED
OCT 19 1966
CANADIAN EDUCATION
ASSOCIATION

1966-67:24
7500

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE COMMENTS ON GRADE 13 EXAMINATIONS, 1966

1. Copies of Comments prepared by the members of the Committees in charge of marking the 1966 Grade 13 examination papers are being sent to principals.

2. Principals are asked to hand the copies to the Grade 13 teachers concerned.

3. The Comments have been arranged in sets as follows:

   Set No. 1 - Algebra
   Set No. 2 - Art
   Set No. 3 - Biology
   Set No. 4 - Chemistry
   Set No. 5 - Commercial Subjects
   Set No. 6 - French
   Set No. 7 - Geography
   Set No. 8 - Geometry
   Set No. 9 - German
   Set No. 10 - Greek
   Set No. 11 - History
   Set No. 12 - Italian
   Set No. 13 - Latin
   Set No. 14 - Music
   Set No. 15 - Physics
   Set No. 16 - Problems
   Set No. 17 - Russian
   Set No. 18 - Spanish
   Set No. 19 - Trigonometry and Statics

4. No additional copies of the Comments are available for distribution.

5. Teachers are reminded that the exact type of question or evaluation may not be used again. Marking schemes may vary from year to year according to the character of the questions. This material is not intended as a teaching guide but as information which may be useful, in a general way, to teachers.

6. Circular S.4C and Circular S.4CF

   Circular S.4C, Comments on English, and Circular S.4CF, Comments on français, are being sent to the schools in a short time.

   Since these Circulars contain material of interest to all teachers of Grades 11, 12 and 13 English and français, one copy should be given to each teacher of these classes and the remaining copies, if any, distributed to teachers of English and français.

   The supply of Circular S.4C and Circular S.4CF is limited. It is not a handbook for pupils. Consequently, teachers are asked to refrain from asking for additional copies except where the number received is insufficient for the teachers' use.

G.L. Duffin
Assistant Deputy Minister

TORONTO, September 30, 1966.

44 Eglinton Avenue West / Toronto 12, Ontario

ONTARIO DEPARTMENT OF EDUCATION

1966-67:25
14,000

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
PRINCIPALS OF TEACHERS COLLEGES AND COLLEGES OF EDUCATION
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: EDUCATIONAL TELEVISION PROGRAMS FOR THE SCHOOL YEAR 1966-67

Program-Schedule Revision

The Canadian Broadcasting Corporation has informed the Ontario Department of Education that some modification in the Schedule of Programs recently agreed upon and distributed to the schools, will be necessary.

The revised schedule is as follows:-

(a) CFCL-TV Timmins, Kearns, Kapuskasing and Hearst.

Mondays - effective September 19th, 11 a.m. - 12 noon.
Tuesdays through Thursdays - effective September 20th, 11.30 a.m. - 12 noon.
Saturdays - effective September 24th, 12.30 p.m. - 1.00 p.m.
Saturdays - effective October 15th, 9.30 a.m. - 10.30 a.m.

Effective October 17th, the timetable will revert to the original schedule.

(b) CFCH-TV North Bay.

Saturdays - effective September 24th, 12.30 - 1.00 p.m.
Saturdays - effective October 15th, 12.00 - 1.00 p.m.

(c) CFPL-TV London.

Saturdays - effective October 1st to October 15th, 8.30 - 9.00 a.m.
Saturdays - effective October 22nd, 8.00 to 9.00 a.m.

Please note that Saturday programming in London is on a one week video-tape delay.

(d) CHEX-TV Peterborough, Bancroft.

Mondays - effective September 19th, 11.00 - 12 noon.
Tuesdays through Thursdays - effective September 20th, 11.30 - 12 noon
Saturdays - effective September 24th, 12.30 - 1.00 p.m.
Saturdays - effective October 15th, 12.00 - 1.00 p.m.

Effective October 17th, Peterborough and Bancroft will revert to the original schedule, Mondays through Thursdays.

(e) CHOV-TV Pembroke.

Mondays - effective September 19th, 11.00 - 12 noon.
Tuesdays through Thursdays - effective September 20th, 11.30 - 12 noon
Saturdays - effective September 24th, 12.30 - 1.00 p.m.
Saturdays - effective October 15th, 12.00 - 1.00 p.m.

Effective October 17th CHOV-TV Pembroke will revert to the original schedule, Mondays through Thursdays.

(f) CJIC-TV Sault Ste. Marie.

Saturdays - effective September 24th, 12.30 - 1.00 p.m.
Saturdays - effective October 15th, 12.00 - 1.00 p.m

(g) CKLW-TV Windsor.

Mondays to Fridays - effective September 19th, 11.30 - 12 noon.
Saturdays - effective September 24th, 10.00 - 10.30 a.m.
Saturdays - effective October 15th, 10.00 - 11.00 a.m.

The Mondays programs will be Grade 8 Mathematics; the English schedule for Monday will be carried on Fridays.

(h) CKNX-TV Wingham.

Mondays - effective September 19th, 10.35 - 11.35 a.m.
Tuesdays through Thursdays - effective September 20th, 11.05 - 11.35 a.

Effective October 17th, CKNX-TV Wingham will revert to the original schedule, Mondays through Thursdays. On Saturdays effective October 15th, 12 noon to 1.00 p.m.

(i) CKPR-TV Port Arthur

Mondays - effective September 19th, 11.00 - 12 noon.
Tuesdays through Thursdays - effective September 20th, 11.30 - 12 noon.
Saturdays - effective September 24th, 10.15 - 10.45 a.m.
Saturdays - effective October 15th, 9.45 - 10.45 a.m.

Effective Monday October 31st CKPR-TV Port Arthur will revert to the original schedule, Mondays through Thursdays.

(j) CKWS-TV Kingston.

Mondays - effective September 19th, 11.00 - 12 noon.
Tuesdays through Thursdays - effective September 20th, 11.30 - 12 noon.
Saturdays - effective September 24th, 12.30 - 1.00 p.m.
Saturdays - effective October 15th, 12.00 - 1.00 p.m.

Effective October 17th, CKWS-TV Kingston will revert to the original schedule, Mondays through Thursdays.

T. R. Ide,
Director,
Television Branch.

September 16, 1966

44 Eglinton Avenue West / Toronto 12, Ontario

ONTARIO DEPARTMENT OF EDUCATION

1966-67:26
7500

Exam. 4

MEMORANDUM TO: Directors and Superintendents
School Inspectors
Principals of Secondary Schools
Principals of Inspected Private Schools
Secretaries of Secondary School Boards

RE: The Grade 13 Departmental Examination in History, 1967

The Principal is asked to bring this Memorandum to the attention of all teachers and students of Grade 13 History.

The 1967 Departmental examination in History will give to the candidate a choice of writing an essay on one of two questions which will be marked subjectively. The Section containing these questions will be the last Section (Section C) of the paper. The two questions will be selected from the following general areas:

(1) History of the United States, from the founding of the Constitution to the end of Jackson's administration, approximately 1787-1836:

(2) History of Canada, from the Act of Union to the death of Sir John A. Macdonald, approximately 1841-1891:

Teachers are urged to encourage their students to read beyond the three texts in one or both of these areas.

As in 1966, three questions will constitute a full paper.

G.L. Duffin
Assistant Deputy Minister

TORONTO, September 30, 1966

44 Eglinton Avenue West,
Toronto 12, Ontario.

MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY SCHOOLS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

1966-67:27
14,000

RE: Routes to Certification in Guidance

✓ This memorandum supersedes Departmental Memorandum 1965-66:47.

ROUTES TO SCHOOL GUIDANCE CERTIFICATION

To the Elementary Guidance Certificate

	1 Via Department of Education Courses	2 Via College of Education Option in Guidance	3 Via Graduate Units
Admission Requirements:	A basic teaching certificate or Letter of Standing valid in the secondary schools of Ontario or an Interim Elementary School Teaching Certificate, Standard 4 and at least one year of successful teaching experience in Ontario subsequent to qualifying for the required teaching certificate; or a Permanent Elementary School Teaching Certificate, Standard 1, valid in the elementary schools of Ontario.	Regular admission to an Ontario College of Education, and a suitable background of academic courses or related experience.	Not applicable.
Courses:	One Department of Education summer course in Guidance (or equivalent course in Guidance approved by the Minister).	An option in Guidance as part of a regular Ontario College of Education course, with the understanding that the Elementary Certificate in Guidance will be granted only after two years of successful teaching, the second year of which must have included successful Guidance experience, as attested to by the inspector concerned. It is suggested that any Guidance duties assigned during the first year of teaching be under the supervision of a qualified Guidance worker.	

To the Intermediate Guidance Certificate

	1	2	3
Admission Requirements:	The Elementary Guidance Certificate and one year of successful teaching experience in an Ontario elementary or secondary school, preferably including some duties in Guidance under the supervision of a Guidance Specialist, subsequent to completion of the course leading to the Elementary Guidance Certificate.	An Elementary Guidance Certificate obtained via an Ontario College of Education option in Guidance.	Basic teaching certificate or Letter of Standing valid in Ontario. Acceptable undergraduate work, usually "B" standing or better. At least one year of successful teaching experience in Ontario.
Courses:	A second Department of Education summer course in Guidance (or equivalent course in Guidance approved by the Minister).	A second Department of Education summer course in Guidance (or equivalent course in Guidance approved by the Minister) or Four graduate units as follows: Group Work in Guidance Tests and Measurement for Guidance Personnel Theories of Counselling Counselling Techniques and Practicum (recommended that units on Counselling be taken concurrently)	Six graduate units as follows: a Introduction to Guidance b Child and Adolescent Psychology c Group Work in Guidance d Tests and Measurement for Guidance Personnel e Theories of Counselling f Counselling Techniques and Practicum (recommended that units on Counselling be taken concurrently) See Note 1.
	OR Transfer to "Graduate Units" Route, see column 3 →		The Ontario teacher who holds an Elementary Certificate in Guidance obtained by way of the Department of Education courses or the College of Education option as now organized would be expected to take the following graduate units: Child and Adolescent Development, Theories of Counselling, Counselling Techniques and Practicum, and one of Group Work in Guidance or Tests and Measurement, to complete the requirements for the Intermediate Certificate.

To the Specialist Guidance Certificate

	1	2	3
Admission Requirements	The Intermediate Guidance Certificate and evidence of one year of teaching in an Ontario elementary or secondary school, including a minimum of 180 hours of Guidance practice at least part of which has been Counselling, subsequent to completion of the course leading to the Intermediate Certificate. In the secondary schools, or senior elementary schools on a rotary system, this time must be regularly scheduled on the teacher's timetable; in other elementary schools the 180-hours' practice may include activities such as test administration, group work, counselling, work on the Ontario School Records, consultation with teachers and parents.		Prerequisites: See calendar of Graduate School concerned.
Courses:	A third Department of Education summer course in Guidance (or equivalent course in Guidance approved by the Minister).	As indicated in column 3.	Two additional graduate units selected from a wide range including those listed below. The student's selection must be approved by the Director of the Graduate School concerned. **Organization and Administration of Guidance Quantitative Procedures in Educational Research Basic Statistics and Research Design Individual Intellectual Assessment Behaviour Disorders in Relation to Education Advanced Educational Psychology Research Seminar in Counselling Advanced Work in Guidance **It should be noted that this subject is required by persons appointed as Heads of Guidance in Ontario schools. Students should consult the calendar of the Graduate School concerned for information about prerequisites for certain units.
Other Requirements:	*(A) One of the following: 1. completion of an original study in Guidance in specified form acceptable to the Minister: or 2. at least two years of approved work experience in business or industry, obtained not earlier than four years prior to beginning the Elementary Guidance Certificate course; or 3. a fourth Departmental summer course consisting of seminars and organized work visitations to industries and community agencies, and (B) Subsequent to the completion of the "Other Requirements" in (A), successful experience in Guidance as certified by a Guidance inspector. This route does not lead to a Master of Education degree. *All candidates for Specialist certification who completed courses prior to 1966 must complete the field study. Henceforth all requirements for Specialist certification must be met within a three-year period following completion of the Specialist summer course, or credit for the Specialist course is forfeited. Persons who completed the Specialist Course in 1965 or earlier may have until June, 1969 to complete the study without forfeit of credit.		A permanent teaching certificate and successful experience in Guidance in an elementary or secondary school. See Notes 2 and 4.

NOTES:

1. Recommended sequence of required units:

   a, or a and b, b, c, d, e and f.

2. This route leads to the Specialist Certificate in Guidance as well as to the Master of Education degree.
3. The special arrangement whereby ex-service personnel who held teaching certificates prior to enlistment were permitted to do extramural work in lieu of attendance at one Guidance course is discontinued immediately.
4. The units named will be offered by the Ontario Institute for Studies in Education, 102 Bloor Street West, in Toronto.

October 15, 1966

G.L. Duffin
Assistant Deputy Minister of Education

44 Eglinton Avenue West / Toronto 12, Ontario

ONTARIO DEPARTMENT OF EDUCATION

1966-67:28
7500

Memorandum to Directors and Superintendents
School Inspectors
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

Re 1. University Admission Tests, 1967, and Years Thereafter
2. Grade 13 Examinations, 1967
3. The Secondary School Honour Graduation Diploma

1. University Admission Tests, 1967, and Years Thereafter

The Ontario Institute for Studies in Education will administer an Ontario Scholastic Aptitude Test on January 26, 1967, and achievement tests in Physics, April 27; English, May 4; and Mathematics, May 11; in Grade 13 in 1967.

These tests will be provided at no charge to the student. It is expected that all students, in the interests of their personal future, will wish to take the tests.

In the years following 1967 the number of achievement tests will be extended to include additional subjects.

Details of the procedures to be used in conducting the tests, returning the papers for marking, and the distribution of the results will be announced by O.I.S.E.

2. Grade 13 Examinations, 1967

In memorandum 1965-66:68 it was stated that policy would be determined in regard to the marking of the examinations in 1967. It is announced now that the general procedures for marking in 1967 will be those followed in 1966.

3. The Secondary School Honour Graduation Diploma

The requirements for granting the Secondary School Honour Graduation Diploma in 1967 are stated on pages 65 and 66 of Circular H.S.1, 1966-67.

G.L. Duffin
Assistant Deputy Minister

TORONTO 12, September 30, 1966

44 Eglinton Avenue West / Toronto 12, Ontario

1966-67:29
7,500

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

Re: 1. Supervision of Teachers-in-Training who attended first summer courses in 1966 towards a basic teacher's certificate.

2. Inspection of teachers holding a secondary school certificate and teaching Grade 9 or 10 of an elementary school or uninspected grades of a private school.

1. Supervision of Teachers-in-Training who attended first summer courses in 1966 towards a basic teacher's certificate.

The number of graduates of (1) the Initial Summer Course leading to the Interim High School Assistant's Certificate, Type B, and (2) the first summer courses leading to the Interim Vocational Certificate, Type B, and the Interim Occupational Certificate, Type B (Practical Subjects), who are beginning teaching in secondary schools this September, is again greater than in the preceding school year.

From the detail of the reports on lessons observed, submitted in the spring by the Principals who have the responsibility of the in-service training of these young men and women, it is evident not only that the vast majority of these summer course graduates are approaching their work with intelligence and industry, but that in most cases the Principals are living up to their added responsibilities in a most conscientious and effective manner. This is being done, in some instances at least, under the handicap of a heavy teaching program. The reporting of ten lessons is to be continued wherever possible. In no case will a report on fewer than six lessons be accepted.

As was suggested in memoranda of former years, it is hoped that the Principal (or Vice-Principal) will be able to observe a variety of types of lessons. Not all of these need be formal lessons in which the pupils are being tested orally. The nature of the lesson will depend upon the subject being taught and the lesson topic. It may be one of a series of related lessons covering a unit of work. Whatever form the lessons may take, Principals should try to help beginning teachers to correct their common tendency to tell the pupils too much and to relieve the class of responsibility for taking an active part. Helpful suggestions should be given for the improvement of teaching methods, class management, organization, and other phases of school work. Comments on the lessons observed should be made in writing and discussed with the teacher-in-training. If during this period of supervision evidence of difficulty appears, the Principal should request the assistance of the Secondary School Inspector, who will also be giving special attention to the supervision of these teachers-in-training.

(Over)

Principals will be asked to submit, for teachers whom they cannot recommend, on or before April 3, 1967, a report on the lessons observed. The report will be made on the Critic-Teaching Report form (Form 900) which will be sent out to principals in October, 1966, for graduates of the Initial Summer Course and also for those student teachers without basic secondary school teaching certificates who have completed the first summer course of training in 1966 towards the Interim Vocational Certificate, Type B, in Commercial or Technical subjects and the Interim Occupational Certificate, Type B, in Practical subjects.

In March, 1967, an application form (Form 901) for admission to the next summer course will be sent to the Principal for each teacher concerned. On this form the applicant will be required to sign an undertaking to attend the course in 1967 if he is admitted. On the same form (Form 901), the Principal will fill in and sign his recommendation with respect to the applicant's admission to the course.

Form 901, with Form 900 attached, is to be sent to The Registrar, Department of Education, 44 Eglinton Avenue West, Toronto 12, on or before April 3, 1967. If a teacher who is recommended on Form 900 fails to complete the months of April, May, and June in the school satisfactorily, the Registrar should be notified immediately.

The District Inspector will also make his recommendation based upon his observation of the teacher's classroom work.

To gain admission to a second summer course a teacher will require a favourable recommendation on Form 901 from the Principal as well as a recommendation from the District Inspector.

The Principal should inform the Inspector concerned of the nature of his recommendations, in order that conflicting reports be avoided. Differences of opinion regarding recommendations should be discussed between the Principal and the Inspector in an attempt to resolve the differences.

The District Inspector will receive from the Area Superintendent on Form 902 a list of partially trained teachers engaged in the schools of his district, on whom he will submit a recommendation. The completed Form 902, over the Inspector's signature, will be returned to the Area Superintendent, who will forward all Forms 902 for his area to the Superintendent of Supervision.

The completed application form if approved, will then be forwarded from the Department of Education to the Ontario College of Education, from which the Card of Admission will be sent to the teacher.

During the month of October, 1966, Inspectors will devote their time to the supervision of teachers who have recently entered the profession. Therefore, each of these teachers may expect supervision from the Principal and an Inspector in the fall term.

2. Inspection of teachers holding a secondary school certificate and teaching Grade 9 or 10 of an elementary school or uninspected grades of a private school.

An applicant who has completed the initial summer course of 1966 leading to one of the certificates stated in this memorandum, and is now teaching in Grades 9 or 10 of an elementary school or exclusively in the uninspected grades of a private school, shall request inspection immediately, if he has not already done so, from the inspector in charge of the schools in his district.

G. L. Duffin

G. L. Duffin,
Assistant Deputy Minister.

September 30, 1966.

44 Eglinton Avenue West / Toronto 12, Ontario

1966-67:30
7,500

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: SUMMER SEMINAR FOR HEADS OF DEPARTMENTS

PRINCIPALS ARE ASKED TO CALL THIS ANNOUNCEMENT
TO THE ATTENTION OF ALL TEACHERS
AT THE NEXT STAFF MEETING

The Department of Education will hold a summer seminar for heads of departments of secondary schools during the week of August 21-25, 1967, at the University of Western Ontario, London, Ontario. This week has been chosen to make it possible for teachers who mark papers or take university courses during the summer to have some holiday before undertaking this seminar.

Eligibility for Membership

Whereas this seminar is primarily planned to assist those who are at present heads of departments, if accommodation permits consideration will be given to applications from acting heads or specialists interested in becoming heads.

In order to accommodate as wide a variety of subject and geographic areas as possible, quotas will be set up for each subject group. Qualifications of applicants will be carefully considered and every effort will be exercised by the selection committee to process completed questionnaires in the order in which they arrive.

A supply of questionnaires is enclosed with this memorandum. Additional copies are available from the Director of Teacher Education, 44 Eglinton Avenue, West, Toronto 12.

Staff

Departmental officials and outstanding heads of departments and secondary school administrators.

Purpose and Organization

General sessions and individual subject seminars will be included in a concentrated course designed to give maximum practical assistance to a head of department in such areas as the following:

(over)

(a) efficient organization and administration of a department;

(b) the duties of a Head as seen by the Superintendent, Principal, Inspector, and other teachers;

(c) effective in-service training for young teachers;

(d) the building of good courses of study for the various grade levels and Branches of the Secondary School Program;

(e) teaching-aid materials;

(f) texts and reference books in a subject field;

(g) testing procedures;

(h) supplementary reading and reference in all subject fields;

(i) other kindred topics in which the subject groups may be interested.

Fees and Living Accommodation

The fee for the course will be $15. Cost of accommodation and meals for the sessions from Sunday night until Friday noon will be $33.75. Commuters may purchase noon or evening meals at regular student rates.

Note: Previous experience has shown that those who lived in residence derived maximum benefit from the course.

Date of Course - Monday, August 21 to Friday, August 25 (inclusive).

Registration - Sunday, August 20 - 7:00 - 9:00 p.m.
Monday, August 21 - 8:30 - 9:30 a.m.

Place - University of Western Ontario, Delaware Hall, London, Ontario.

G.L. Duffin

G. L. Duffin,
Assistant Deputy Minister.

October17, 1966.

44 Eglinton Avenue West / Toronto 12, Ontario

For Departmental Use ☐

ONTARIO DEPARTMENT OF EDUCATION

QUESTIONNAIRE

COMPLETE THIS QUESTIONNAIRE
IF INTERESTED IN ATTENDING THE SEMINAR
FOR HEADS OF DEPARTMENTS

1. Name ______________________________ (____________________)
(Surname) (Christian Name) Those belonging to Religious Orders include lay name.

2. Name of School ______________________________
(in full)

3. Address of School ______________________________
(Street) (City or Town)

4. Subject Field (See note below) ______________________________

Note:
(Insert name of the subject seminar in which you wish to be enrolled. If there is sufficient response, seminars will be offered in the following: English, History, Geography, Mathematics, Science, Modern Languages, Classics, Library, Guidance, Commercial, Technical, Physical Education, Home Economics, and Occupations.)

5. Number of years teaching in a secondary school (as of June, 1967) ☐

6. Check the answer which applies to you.

- (a) I am Head of a Department (fully qualified) ☐
- (b) I am an Acting Head ☐ an Assistant Head ☐
- (c) I shall be a Head (fully qualified) in 1967-68 ☐
- (d) I am a co-ordinator or chairman of the Department in the subject field noted above. ☐
- (e) I am a Specialist in School Librarianship ☐

(over)

6. (f) (i) I have a (Permanent) Specialist's (or Specialist) Certificate ☐ Year Certif. Issued ☐

(ii) I have an Interim H.S.A., Type A (or Interim Specialist) Certificate ☐ Year Certif. Issued ☐

(iii) I have an H.S.A. (Permanent) or Voc. or Occup. Certificate ☐ Year Certif. Issued ☐

7. If my application is accepted

(a) I shall require room and board ☐

(b) I shall commute ☐

8. This is not an application form. Send no cheque at this time.

As many candidates as possible will be selected on the basis of information submitted in this questionnaire. Those who attended the seminars in previous years will not be admitted to this year's seminar owing to limitations of accommodation.

Those admitted will receive an official application form, during the month of March, which will include instructions regarding payment of fee ($15). Memorandum 1966-67:30 gives the additional information concerning the Seminars.

9. Return carefully completed questionnaires as soon as possible and NO LATER THAN JANUARY 31 to:

Miss Gladys R. Munnings,
Assistant Superintendent, Supervision Division,
Ontario Department of Education,
44 Eglinton Avenue, West,
TORONTO 12, Ontario.

44 Eglinton Avenue West / Toronto 12, Ontario

ONTARIO DEPARTMENT OF EDUCATION

1966-67:31
7500

MEMORANDUM TO: Directors and Superintendents
School Inspectors
Principals of Secondary Schools
Principals of Inspected Private Schools
Secretaries of Secondary School Boards

Re: Grade 12 Departmental Examination in Mathematics, 1967

Principals are asked to bring the content of this Memorandum to the attention of all teachers concerned.

A 2-hour Departmental examination in Grade 12 Mathematics for all candidates of Five-Year Programs and the continuing Programs will be conducted in June, 1967. The examination has been designed to give equitable coverage of the course as outlined in Curriculum S.12B. Students will not be examined on the topics which have been deleted from Curriculum S.12B for the school year 1966-67, as announced in Memorandum 1966-67:2. Circular 14 lists the text-books approved for Grade 12 Mathematics.

Since some differences exist in the notation and symbolism used in the approved texts, instructions and/or clarifications regarding such differences will be given in the examination.

The examination will consist of two Parts. Part A will contain ten questions and options will be offered. In Part B there will be fifteen multiple choice questions of equal value. Approximately 30% of the total marks will be allotted to Part B.

The use of a slide-rule is not permitted.

The school shall provide a copy of a set of four-figure or five-figure Mathematical Tables for each candidate.

Teachers are again asked to impress upon students the fact that correct mathematical form and neatness are essential in an examination in mathematics.

G.L. Duffin
Assistant Deputy Minister

TORONTO, November 15, 1966

NOV - 4 1966

44 Eglinton Avenue West / Toronto 12, Ontario

ONTARIO DEPARTMENT OF EDUCATION

1966-67:32
14,000

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
PRINCIPALS OF TEACHERS COLLEGES AND DEANS OF COLLEGES OF EDUCATION
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: TECHNICAL ADVICE FOR EDUCATIONAL TELEVISION

1. Receivers

Attention is drawn to section 31 of the Regulation General Legislative Grants 1966, wherein it is stated that a grant will be paid on the purchase of educational television receiving sets. This grant refers to a receiver that is manufactured, designed and marketed by a manufacturer for educational television (ETV) use. Sets of this nature conform to EIA standard CRS-18.

2. Distribution Systems

An article appeared in the September issue of "The Argus" written by Mr. A. R. MacGregor, Technical Adviser to the Educational Television Branch. The article was designed to familiarize schools with the techniques and components that form a Master Antenna System (MATV). A copy of this article may be obtained on request by writing to:

The Department of Education, Educational Television Branch,
1670 Bayview Avenue, Toronto 17, Ontario.

3. U.H.F. Reception

Until the ETV system is well established throughout the Province, it will be necessary for the Department to use existing commercial television stations. It is anticipated, however, that U.H.F. channels will eventually be utilized by the Educational Television Branch. Therefore, provision should be made to receive the U.H.F. signals. In a school which has only one receiver, this will mean feeding the signal from the U.H.F. antenna directly to the set; when a number of sets are being used, a crystal controlled converter is advised in conjunction with the previously installed MATV system.

(over)

4. It is recommended that a preliminary investigation, preferably using a portable TV set and a field strength meter, be undertaken to determine whether the desired television signal exists in your area before money is spent on reception where little or no signal exists.

5. For additional information or clarification write to Mr. A. R. MacGregor, Technical Adviser to the Educational Television Branch, Ontario Department of Education.

G L Duffin
G. L. Duffin,
Assistant Deputy Minister.

October 21, 1966.

NOV - 4 1966

44 Eglinton Avenue West / Toronto 12, Ontario

1966-67:33
14,000

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS

RE: COMMITTEE ON RELIGIOUS EDUCATION IN THE PUBLIC SCHOOLS

It will be recalled that last year the Honourable William G. Davis, Minister of Education, established the Committee on Religious Education in the Public Schools under the Chairmanship of the Honourable J. Keiller Mackay. The terms of reference of the Committee are as follows:

> "To examine and evaluate the present program; to receive representations from all interested bodies regarding the effectiveness and desirability of the program; to consider suggestions for changes and improvement; to study means by which character building, ethics, social attitudes and moral values and principles may best be instilled in the young; to consider the responsibility of the Public Schools in these matters; and to make recommendations thereon for the information and consideration of the Minister."

Early this year advertisements soliciting the presentation of briefs were placed in a large number of newspapers throughout the Province. Since then the Committee has been meeting regularly and has held hearings in Toronto to receive submissions from organizations and individuals. It is now requested that area superintendents, directors of education, local superintendents and school inspectors draw to the attention of school boards and other interested organizations in their areas the opportunity that exists for an expression of their views on the important topic of religious education in the public schools.

The procedure to be followed in the preparation of briefs for presentation to the Committee is as follows:

> Twelve copies of each brief should be submitted on standard size paper (8½" x 11"). The brief should be typewritten, double-spaced and have wide margins. Each main section might have a heading to indicate the subject of the section. The paragraphs should be numbered consecutively from the beginning to the end of the brief. It would be helpful if the twelve copies of the brief could be forwarded to the Secretary of the Committee in advance of the date set for the hearing.

(over)

It is anticipated that as the work of the Committee progresses it will be possible to hold hearings in a few of the centres furthest from Toronto. If there is sufficient interest it is anticipated that the Committee might sit, for example, at the Lakehead, North Bay or Sudbury, Ottawa and Chatham to receive briefs from interested organizations and individuals. Where it is decided to meet in a centre outside Toronto, the Secretary of the Committee will communicate with the appropriate local school official or officials well in advance of the date set for the hearing. Assistance in making the necessary arrangements locally will be very much appreciated.

If you have any enquiries or questions regarding the work of the Committee, they should be addressed to:

Dr. J. R. McCarthy,
Secretary, Committee on Religious Education
in the Public Schools,
Seventh Floor, 481 University Avenue,
Toronto 2, Ontario.

G.L. Duffin

G. L. Duffin,
Assistant Deputy Minister.

October 17, 1966.

44 Eglinton Avenue West / Toronto 12, Ontario

1966-67:34
14,000

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE:
1. Centennial School Project, Centennial Tree and Shrub Planting Program. (Ref: Memorandum 1965-66:40)
2. Field Trips During Canada's Centennial Celebration (Ref: Memorandum 1965-66:73)
3. Centennial News for Ontario Schools PROJECT 67

1. Centennial School Project, Centennial Tree and Shrub Planting Program (Ref: Memorandum 1965-66:40)

Reforestation is one of the many projects proposed by the Centennial Commission of the Federal Government to celebrate Canada's 100th birthday. It has been suggested that some classes in the elementary or secondary schools may wish to plant trees, preferably coniferous, on Crown, Conservation Authority, or other suitable land where such land is available within reasonable distance from the school.

The Ontario Department of Lands and Forests is ready to assist any school with such a project, and will help the school to locate a suitable lot, will provide the trees, and will supervise the planting.

In order that certain long-term plans may be made, principals of secondary schools wishing to participate and elementary school inspectors or superintendents having schools under their jurisdiction, wishing to participate, are asked to make a preliminary application before February 1, 1967, to:

The Local District Forester,
Department of Lands and Forests,

and to send a copy of the application to:

Administrator,
Centennial School Projects,
Department of Education,
44 Eglinton Avenue West,
Toronto 12, Ontario.

Schools planning to participate each year in this program should re-apply annually. Your prompt attention will be appreciated.

(Over)

2. Field Trips During Canada's Centennial Celebration
(Ref: Memorandum 1965-66:73)

It is expected that a number of students, with the approval of Boards of Trustees and as part of the school program, will visit certain historical sites, centennial projects, Ottawa and Expo '67 during the next school year as part of Canada's Centennial Celebration.

The Department of Education has approved these trips in principle and the school board may include for grant purposes the attendance of pupils on such field trips on school days, provided that the trip is school or school-board sponsored and is supervised by suitable staff provided by the board. It should be noted that no part of the transportation costs is to be included in expenditures to be recognized for legislative grants. All arrangements with respect to insurance, parental consent and supervision are to be the responsibility of the board.

With careful planning and supervision it is anticipated that these journeys will provide a very useful and profitable experience for the pupils.

3. Centennial News for Ontario Schools' PROJECT 67

Copies of "Centennial News for Ontario Schools PROJECT 67" have already reached the schools. Principals are asked to bring the information and suggestions included in these periodic bulletins to the attention of their teachers at regular staff meetings.

G. L. Duffin

G. L. Duffin,
Assistant Deputy Minister.

October 31, 1966.

44 Eglinton Avenue West / Toronto 12, Ontario

ONTARIO DEPARTMENT OF EDUCATION

1966-67:35
7,500

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE
1. Minimum Qualifications for Teachers of Swimming in Secondary Schools
2. Dental Aptitude Test Program
3. Omission of Reference Text in the topic outline for the Grade 12 Departmental Examinations in Mechanical Drafting
4. "A Survey of Further Educational and Career Opportunities for Graduates of the Four-Year Arts and Science High School Program" available from the Metropolitan Toronto Educational Research Council
5. The National and Centennial Youth Aeronautics and Aerospace Essay and Project Competitions for Secondary School Students sponsored by The Royal Canadian Air Force Association
6. "Metropolitan Transportation Study" booklet available from the Metropolitan Transportation Authority

1. Minimum Qualifications for Teachers of Swimming in Secondary Schools

Principals are reminded that swimming classes should not be assigned to a teacher of physical education who has not successfully completed at least the course in swimming at the College of Education (Aquatics Standard), or the qualifications for the Red Cross Instructor's Certificate or equivalent. When a teacher does not hold the necessary qualifications, swimming classes should be assigned to another qualified teacher or should not be scheduled and the time should be spent on other profitable parts of the course in which the teacher is competent.

2. Dental Aptitude Test Program

The Canadian Dental Association has announced that, effective September, 1967, applicants for admission to dental colleges will be required to take a dental aptitude test. Ordinarily this will not be administered until the second year of the two-year pre-dental college course. School counsellors may obtain further information about this test by communicating with The Administrator, Dental Aptitude Test Program, Canadian Dental Association, 234 St. George Street, Toronto 5.

3. Omission of Reference Text in the topic outline for the Grade 12 Departmental Examinations in Mechanical Drafting

Attention is drawn to the omission of the text "Technical Drawing and Elements of Design" - D. T. Darbyshire (Longmans) from the list of reference books noted on the outline of topics for the Grade 12 Departmental Examination in Mechanical Drafting to be held in June, 1967.

(Over)

4. "A Survey of Further Educational and Career Opportunities for Graduates of the Four-Year Arts and Science High School Program" available from the Metropolitan Toronto Educational Research Council

Copies of a "Survey of Further Educational and Career Opportunities for Graduates of the Four-Year Arts and Science High School Program", made by the Metropolitan Toronto Educational Research Council, Room 405, 344 Bloor Street West, Toronto 4, are available to interested principals and guidance counsellors at $2.00 a copy.

5. "The National and Centennial Youth Aeronautics and Aerospace Essay and Project Competitions" for Secondary School Students, sponsored by The Royal Canadian Air Force Association

The Royal Canadian Air Force Association has announced their "National and Centennial Youth Aeronautics and Aerospace Essay and Project Competitions" for secondary school students aged 14 years to 20 years. Information concerning the contest is being distributed to the secondary schools by the Association.

6. "Metropolitan Transportation Study" booklet available from the Metropolitan Transportation Authority

The Metropolitan Toronto Transportation Study Growth and Travel - Past and Present is a highly informative reference booklet which contains a study of the development of transportation in the region, the conditions that led to present facilities and the factors that influenced the population settlement pattern. This study will be very useful to the students and teachers in senior Geography classes. It is available from The Metropolitan Toronto and Region Transportation Study, 10 St. Mary Street, Toronto, at a cost of $2.50.

G.L. Duffin

G. L. Duffin,
Assistant Deputy Minister.

October 24, 1966.

44 Eglinton Avenue West / Toronto 12, Ontario

ONTARIO DEPARTMENT OF EDUCATION

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Exam. 8

MEMORANDUM TO: Directors and Superintendents
School Inspectors
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

Re The Teacher's Mark for the Grade 13 Departmental Examination in History, 1967

The Principal is asked to bring this Memorandum to the attention of all teachers and students of Grade 13 History.

1. It is important that this mark be based on the teacher's evaluation of the student's work in all aspects of the subject. In arriving at this evaluation, the teacher should consider essays, reports, supplementary reading, contribution to panel discussions, projects, seminars, participation in classroom discussion, and proficiency on term tests and examinations. Within all of these areas, consideration should be given also to the student's ability to analyze historical events, his capacity to marshal relevant facts in order to support a position in answer to a question, his ability to comprehend historical themes and movements, and his ability to develop an historical argument and state a case.

2. Essay topics might well be chosen to encourage the presentation of opposing points of view and the drawing of conclusions. Teachers should judge the quality of the essays on student initiative in research activities as well as on content and comprehension. The teacher might also interview the student on the study in depth which he has done. The students' essay notebooks or a classroom file of essays might be kept readily accessible in order to give all students an opportunity to benefit from the research of others in the class.

Apportionment of marks to the various aspects of study may vary from school to school in accordance with the availability of research materials. However, the following general indication of possible mark apportionment is suggested in order to provide a guide:

(a)	Research and writing programmes (essays, reports, supplementary reading)	45%
(b)	Contribution to class work (A most important factor here is the teacher's judgment concerning the student's articulation of ideas)	10%
(c)	Proficiency on tests and examinations	45%

These suggestions are intended as a general guide to aid teachers in their estimation of a student's historical achievement. There will be variations in the criteria of judgment where individual situations warrant.

G. L. Duffin
Assistant Deputy Minister

TORONTO, November 16, 1966

44 Eglinton Avenue West / Toronto 12, Ontario

1966-67:38
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ONTARIO DEPARTMENT OF EDUCATION

EXAM. 5

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: ORAL TEST IN GRADE 13 FRENCH, THE RESULTS OF WHICH ARE TO FORM PART OF THE TEACHER'S MARK IN 1967

Principals are asked to give a copy of this Memorandum to each teacher of Grade 13 French.

A. General Information

1. (a) This oral test in Grade 13 French is to be administered to all candidates who have been in regular attendance in day classes of a secondary school or an inspected private school.

   (b) A candidate who is enrolled in the Departmental Correspondence Course or who has been in attendance at evening classes of a secondary school or an inspected private school will not be required to take this test.

   (c) A private-study candidate will not take this test since his final mark will be based entirely on the written June Departmental Examination.

   (d) A candidate with a physical handicap which affects speech will not be required to take the test.

2. Each school will receive from the Department of Education a kit containing the materials necessary to administer the test and information concerning testing procedures and requirements. This material is confidential and is not to be used for practice testing.

3. An Oral Testing Seminar will be conducted by Inspectors of French in each area of the province. Teachers will be advised of the date and location of the Seminars which they should attend.

4. A candidate is to be examined either by his own or another Grade 13 teacher, or by a teacher who has attended an Oral Testing Seminar. (Information about examiners who can be made available in an emergency may be obtained from the District Inspector, Director of Education or Municipal Superintendent of Secondary Schools of the area.)

(over)

B. Procedure:

Note: It has been found that twenty-five students can be interviewed by one teacher in one day (10-minute interviews). Each student will be given an appointment time.

1. The test is to be administered once during March or April. If it is convenient, the testing may be done at a time when regular examinations are being held. Alternatively, the principal is asked to arrange for the testing to be done on a regular school day. In this case students will follow their normal school timetable and be called for their interviews at appointment times assigned in advance. Principals are asked to free teachers from classroom teaching when they are assigned to the administering of these tests.

2. Requirements for the test are as follows:

   (a) a list of the Grade 13 candidates in French in alphabetical order, for the listing of the calculated marks (to be kept in a confidential file by the principal until needed for calculation of the teachers' marks for Form 141);

   (b) a suitable testing room with a table and two chairs;

   (c) an adjacent room where the student will be allowed five minutes to prepare himself for the test;

   (d) a "secretary" who will be able to ensure a steady flow of students and provide the necessary supervision of the student(s) in the adjacent room.

C. Calculation and use of the oral test mark:

THIS MARK IS CONFIDENTIAL.

The test is marked out of 80. The candidate's score is to be divided by 4; if the calculated mark ends in either of the fractions ½ or 3/4, the candidate is to be given credit for an additional mark.

The calculated mark is to be included as 20% of the teacher's mark which will be entered on Form 141.

G L Duffin
G. L. Duffin,
Assistant Deputy Minister.

October 31, 1966.

44 Eglinton Avenue West / Toronto 12, Ontario

NOV 10 1966

1966-67:39
14,000

ONTARIO DEPARTMENT OF EDUCATION

See 1966-67: 86.

MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: SPECIAL INTENSIVE COURSE FOR DEVELOPING FRENCH FLUENCY OF TEACHERS OF FRENCH (ELEMENTARY AND SECONDARY) TO BE OFFERED DURING THE SUMMER OF 1967

During the summer of 1967, the Department of Education will offer a special course for the development of fluency in French. The course will be open to qualified teachers who are at present engaged by boards to teach French, or are under contract to do so in 1967-68, either in the elementary or secondary schools of the province.

Nature of the Course

A concentrated six-weeks' "immersion" course from July 2 - August 12, 1967, will be offered to a number of teachers selected from the applicants. Successful candidates will live in residence and will receive from native-speaking teachers a thorough training in French conversation, and methodology of teaching French as a second language, and will study culture and customs through the use of modern methods, texts and teaching-aids media (including the language laboratory).

A recreational program consisting of the showing of French films, music (including the teaching of French songs), land and water sports, and field trips will form part of the course.

Location of Course

The course will be offered at Elliot Lake, situated in the heart of the Algoma tourist area. The facilities of the Centre for Continuing Education, including modern housing facilities, up-to-date classrooms, lecture halls, gymnasia, and a language laboratory will be at the disposal of course members.

Eligibility for Membership

This course is planned to assist qualified elementary and secondary school teachers who are at present engaged in teaching French to English-speaking pupils. Accommodation will permit the enrolment of 150 teachers chosen from the ranks of elementary and secondary school staffs.

(Over)

Fees and Living Accommodation

Fees for the course, including living accommodation and board, will be $100 for the six weeks. Course members will be required to live in residence and undertake to use only French as a medium of communication from the time of arrival to the time the course is completed.

Applications will be processed in order of arrival. As soon as the full complement of course membership is reached, registration will be closed.

Questionnaires

A copy of the attached questionnaire is to be filled in by each teacher who is interested in taking the course. When the questionnaires have been processed, an application form will be sent to each teacher selected for course membership.

In view of the limited number of teachers who can be accommodated, it is advisable for interested teachers to return the completed questionnaire at their earliest convenience. Teachers prepared to register under the conditions outlined above are advised to consult the principal.

G.L. Duffin

G.L. Duffin,
Assistant Deputy Minister.

October 31, 1966.

NOV 10 1966

For Departmental Use

☐

QUESTIONNAIRE

Complete this Questionnaire
if interested in attending the

DEPARTMENT OF EDUCATION

INTENSIVE FRENCH CONVERSATION COURSE

1. Name ....
(Surname) (Christian Name) Those belonging to Religious Orders include lay name.

2. Name of Certificate held .... No. of Cert.........Year....

3. Name of School .... Elem. ☐ Secon. ☐ Separ. ☐ Priv. ☐
(in full)

4. Address ....
(Street) (City or Town)

5. Number of years of teaching experience (as of June 1967)

(a) elementary grades ☐ (b) secondary grades ☐

6. Check the answer which applies to you

(a) I have a B.A. degree ☐

(b) I have credit for Grade 13 French ☐

(c) I have not studied French beyond Grade 12 ☐

(d) I am teaching French during 1966-67 ☐

(e) I shall teach French in 1967-68 ☐

6. This is not an Application Form. Send no cheque at this time.

7. Return carefully completed questionnaire as soon as possible and NO LATER THAN NOVEMBER 30 to:

Director, Teacher Education,
Department of Education,
44 Eglinton Avenue West,
TORONTO 12, Ontario.

44 Eglinton Avenue West / Toronto 12, Ontario

1966-67:40
14,000

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: GROUP WORK IN GUIDANCE IN THE ELEMENTARY SCHOOLS

Many boards have already appointed to their elementary school staff teachers certificated in Guidance to co-ordinate the Guidance program in Grades 7 and 8 of the schools under their jurisdiction. These appointments have been made to give the necessary assistance and encouragement to elementary school students to make educational and vocational decisions only after many possibilities have been explored. It is apparent that the principles of vocational choice must be considered before a pupil enters Grade 9. Since it is anticipated that a formal program in Guidance will soon become part of the curriculum of Grades 7 and 8, the Department of Education urges boards to encourage selected classroom teachers, who are willing to spend part time in Guidance, to become qualified in Guidance, and to establish a program for Grades 7 and 8 as soon as qualified teachers are available.

The following suggestions and proposals may serve as guidelines:

(1) Fifteen hours of group work in Guidance should be scheduled in Grade 8 to permit an initial choice of courses for secondary school to be made before January 31 in the Grade 8 year. Because there are no specified subject time allotments in the elementary schools, the principal may arrange the time for these Guidance classes at his discretion. Printed information available from the local secondary schools regarding programs, course options, and other pertinent details of interest and value to Grade 8 pupils and parents may be used for discussion in these group Guidance classes and in interviews with parents and pupils. A major block of time for Guidance should be set aside in Grade 8 during the autumn term, with perhaps occasional classes as needed during the winter and spring terms.

(2) The courses for group work in Guidance for Grades 7 and 8, outlined in Curriculum I:3 and S:5, are currently under revision and will probably be available by September, 1967.

(over)

(3) Individual counselling should be provided in the elementary schools as needed or requested by pupils or parents.

(4) Successful completion of the summer course leading to the Elementary Certificate in Guidance is suggested as the minimum amount of training required by those teachers who wish to spend part time in Guidance. The elementary course in Guidance has been fashioned to provide appropriate training for the teacher who will do Guidance work at the elementary school level.

(5) It is probable that when group work in Guidance is established in Grades 7 and 8, there may be a reduction or at least a change of emphasis in the obligatory group work in Grade 9.

G. L. Duffin

G. L. Duffin,
Assistant Deputy Minister.

October 26, 1966.

44 Eglinton Avenue West / Toronto 12, Ontario

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Memorandum to Directors and Superintendents
Principals of Elementary and Secondary Schools
School Inspectors
Principals of Inspected Private Schools
Secretaries of School Boards
Departmental Officials

Re English-French Teacher Exchange - Special Centennial Project

A project for inter-provincial exchange between teachers from French-speaking and English-speaking Canada in 1967-68 has been authorized by the Standing Committee of Ministers of Education. It was agreed by the Ministers at their meeting in Vancouver last September to implement a joint proposal by the Canadian Education Association and l'Association canadienne des Educateurs de language francaise (ACELF) to sponsor exchanges between English-speaking and French-speaking teachers in Canada at the elementary and secondary levels, commencing September 1967.

Teacher Exchange was considered an excellent means of improving cultural relations between our country's two principal language groups, and was especially appropriate during the Centenary.

Eligibility

Teachers between 25 and 50 years of age with five years' or more teaching experience, or who hold a university degree and have three years' or more teaching experience, and who are working for a School Board employing at least 100 teachers, are welcome to apply.

Application Procedure

Further information and application forms are available from The Teacher Exchange Officer, Department of Education, 44 Eglinton Avenue West, Toronto 12. Completed application forms should be returned in triplicate not later than March 15, 1967. Applications must bear the signature of the secretary of the School Board indicating that the Board is agreeable to the exchange, of the school superintendent or inspector indicating that the teacher is a suitable applicant, and of a doctor certifying that the applicant is in good health.

G.L. Duffin
Assistant Deputy Minister

February 27, 1967

NOV 29 1966

44 Eglinton Avenue West / Toronto 12, Ontario

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MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: ANNUAL SECONDARY SCHOOL MATHEMATICS CONTEST, MARCH 9, 1967

The Department is pleased to support the Canadian Institute of Actuaries and the Canadian Mathematical Congress in sponsoring this Contest in the Secondary Schools of Ontario again this year. The tests will be written on Thursday, March 9, 1967.

The rules for the Contest will be similar to those which applied in 1966. Full information will be sent to the schools by the Regional Contest Chairman. If the principal of any school has not received an invitation to participate in the Contest by December 31, 1966, he may write to:

Mr. H. G. Johnston, Associate Actuary,
Regional Mathematics Contest Chairman,
The North American Life Assurance Company,
105 Adelaide Street, West,
TORONTO 1, Ontario. (362-6011)

In 1966, the section of the Contest in which Ontario students took part included 344 schools, of which 339 were in Ontario, and one school was in each of France, Germany, Japan, Labrador, and Switzerland.

G. L. Duffin
G. L. Duffin,
Assistant Deputy Minister.

November 3, 1966.

SUMMARY OF RESULTS - 1966 CONTEST

Schools in Top 10% by Team Scores

Rank		School	City or Town
1		Downsview Secondary School	Downsview
2		St. Michael's College School	Toronto
3		Grantham High School	St. Catharines
4		St. Andrew's College	Aurora
5		Bathurst Heights Secondary School	Toronto
6		University of Toronto Schools	Toronto
7	(tied)	Forest Hill Collegiate	Toronto
7	(tied)	Hillcrest High School	Ottawa
9		Lisgar Collegiate Institute	Ottawa
10		Ridgemont High School	Ottawa
11		St. Patrick's College School	Ottawa
12		Southwood Secondary School	Galt
13		Burnhamthorpe Collegiate Institute	Islington
14		Dr. C.J. Mackenzie High School	Deep River
15		Vaughan Road Collegiate Institute	Toronto
16		Fort William Collegiate Institute	Fort William
17		Etobicoke Collegiate Institute	Islington
18		St. Mary's District Collegiate and Vocational Institute	St. Mary's
19	(tied)	Laurentian High School	Ottawa
19	(tied)	Sir Sandford Fleming Secondary School	Toronto
19	(tied)	Richview Collegiate Institute	Islington
22		Lawrence Park Collegiate	Toronto
23	(tied)	O'Neill Collegiate and Vocational Institute	Oshawa
23	(tied)	Brampton High School	Brampton
25		Northview Heights Collegiate Institute	Willowdale
26		Humberside Collegiate Institute	Toronto
27		Loyalist Collegiate and Vocational Institute	Kingston
28		Stratford Central Secondary School	Stratford
29	(tied)	St. Clair Secondary School	Sarnia
29	(tied)	Kingston Collegiate and Vocational Institute	Kingston
31	(tied)	Peterborough Collegiate and Vocational School	Peterborough
31	(tied)	Kennedy Collegiate Institute	Windsor
33		Earl Haig Secondary School	Willowdale
34		London Central Secondary School	London
35		St. Jerome's Private School	Kitchener
36		North Toronto Collegiate Institute	Toronto

Outstanding Students for 1966

nk	Name	School
1	Kisin, Alexander F.	Downsview Secondary School, Downsview
2	Kavanagh, James M.	St. Michael's College School, Toronto
3	Gagné, Jules H.	St. Michael's College School, Toronto
4	Sanger, David M.	St. Andrew's College, Aurora
5	Allaire, Francis R.	O'Gorman High School, Timmins
5	Guzman, Fabio J.	St. Andrew's College, Aurora
7	Potter, David G.	Burnhamthorpe Collegiate Institute, Islington
8	Adamson, Alan A.	South Carleton High School, Richmond
9	MacDonald, Elizabeth A.	Grantham High School, St. Catharines
10	Routledge, Richard D.	Dr. G.W. Williams Secondary School, Aurora
11	Small, Kenneth A.	Ridgemont High School, Ottawa

44 Eglinton Avenue West / Toronto 12, Ontario

ONTARIO DEPARTMENT OF EDUCATION

1966-67:43
14,000

MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF PRIVATE INSPECTED SCHOOLS
TEACHERS' COLLEGE PRINCIPALS

RE: INTERNSHIP PLAN FOR THE TRAINING OF ELEMENTARY-SCHOOL TEACHERS

As recommended by a Committee on the Training of Elementary-School Teachers, the Minister of Education announces that the plan to be known as the "Internship Plan" for the training as elementary-school teachers of well-qualified persons of mature years, begun in 1966, will be continued in 1967. Details of the plan are outlined below.

1. Selection of Candidates

a) A board of trustees whose elementary-school enrolment as of September 30, 1966 totalled 3000 pupils or more may train a number of internship candidates calculated by dividing the elementary-school enrolment as of September 30, 1966 by 2000 - allowing one additional internee for any fraction in the number so obtained. (This approximates 1½% of the elementary-school teachers employed by the board.)

b) Candidates must submit evidence of:

- i) Canadian citizenship or British Subject with landed immigrant status or evidence from a Canadian Citizenship Court that he has filed a Declaration of Intention to become a Canadian Citizen;
- ii) Good moral character;
- iii) An acceptable university degree plus one year of postgraduate study such as: Bachelor of Library Science; graduation from the Institute of Child Study at Toronto University; etc.; or(A.R.C.T.);

  OR

  An acceptable university degree and a minimum age of 25 years as of June 1, 1967.

2. Approval of Candidates

a) Before March 1, 1967, a board of trustees wishing to train teachers under the Internship Plan should so indicate in writing to the Director, Teacher Education Branch, Department of Education, 44 Eglinton Avenue West, Toronto 12, Ontario. The letter should state the number of teachers the board expects to train under the plan. Following approval of the board's request, application forms will be sent to the board.

b) Before April 1, 1967, a completed application form for each candidate approved by the board or its director or superintendent must be sent to the Teacher Education Branch, Department of Education, 44 Eglinton Avenue West, Toronto 12, Ontario. The Director of Teacher Education will advise the board and the Principal of the district Teachers' College of the acceptability of each candidate and th board will receive, on behalf of each candidate approved, a Letter of Permission valid from May 1, 1967 to June 30, 1968.

c) The Registrar of the Department of Education will rule on the acceptability of any candidate.

3. Initial Orientation

a) For at least 20 consecutive days during the months of May and June, 1967, the candidate will serve in classrooms of the elementary schools under the supervision of the inspector and school principal. It is suggested that at least one full week should be spent in each of the Primary, Junior, and Intermediate Divisions of the school. During this period, the candidate should participate in routine duties such as: assemblies, dismissals, hall or playroom supervision, yard duty, recording of attendance, etc. The candidate's responsibilies should be increased as he gains in experience and confidence.

b) During the first two or three days, the candidate should observe the teacher at work. The classroom teacher should exemplify in his lessons the basic principles of teaching and should discuss these with the candidate. The candidate, with the help of the practice teacher should plan and teach lessons, beginning with one or two per day, and each lesson should be evaluated by the practice teacher and discussed wit the candidate. During subsequent weeks the amount of teaching should be increased.

c) At the end of each day, the practice teacher should discuss with the candidate thelessons observed or taught.

d) The Department of Education will pay the cost of practice teaching up to 20 days or 4 weeks as follows:

   i) $2.50 per day to each practice teacher supervising a candidate in the internship course;

   ii) $2.50 per candidate per week to the Principal of the elementary school in which internship practice teaching takes place;

iii) $5.00 per candidate per week, to the board, for each classroom used for internship practice teaching purposes under this plan.

e) An account listing the teachers and principals to be paid with the amounts owing each and stating the amount due to the board for classroom use should be sent to the Principal of the district Teachers' College at the end of June. Payment to the board of trustees will be made through the Teachers' College in the same manner as for regular practice teaching during the Teachers' College year.

4. First Summer Course

a) Provided his teaching experience in May and June is satisfactory to the director, superintendent, or school inspector and school principal, the candidate will attend a six-week summer course from July 3, 1967 to August 11, 1967. This course will be given at the Lakeshore Teachers' College, New Toronto. The cost of transportation, board, lodging, and books will be borne by each candidate. The cost of the course will be borne by the Department of Education.

b) The course will consist of classes in:

Educational Psychology
School Management
General Methodology (Social Studies, Science, Mathematics)
Part I or Part II
English Part I or Part II

Term tests in each subject will be given to each candidate. Candidates who achieve 66% standing in term tests may be exempted from final examinations. Final examinations in each subject will be given at the close of the summer course.

c) The results for each candidate will be sent to the board of trustees and the Principal of the district Teachers' College. Candidates who fail to obtain standing will be required to withdraw from the Internship Plan.

5. School Year, September, 1967 to June, 1968

Part A - Further orientation, September through December

a) During the fall term, the candidate should work with several classroom teachers, under the supervision of a school principal. During this time, he should spend at least two consecutive weeks in a classroom of each Division of the elementary school. During the first week of each two-week period, his duties will be similar to those noted under Section 3 (above) but during the second week he should be expected to teach for approximately 50% of his time.

Discussion of observations and practice lessons, supervisory teachers, and, where desirable, seminar discussions with officials of the board or with the staff of the district Teachers' College should form a major part of his training during this period.

b) For the remainder of the fall term, the candidate should be assigned to classrooms at the discretion of the school principal on the advice of the inspector. During this time, the grade area for which he seems particularly suited should be established and some experience should be given in subjects of the elementary school such as art, music, physical and health education, etc., where he shows aptitude or interest.

c) At least once during the fall term, the candidate should be visited by a member of the staff of the district Teachers' College. The Teachers' College Master will discuss the candidate's progress with the elementary-school principal, observe the candidate at work, counsel him on the work observed, and report on his visit in writing to the Principal of the Teachers' College and to the board of trustees concerned.

d) At the close of the fall term, the principal of the school should discuss the work of the candidate with him in detail with particular attention to the improvement of teaching and professional conduct.

Part B - Regular Teaching, January through June

a) During the winter and spring terms the candidate may be given regular teaching assignments or supply-teacher work in any school under the board's jurisdiction. During this time his work should be evaluated by the principal and inspector and, through arrangement with the Principal, by a member of the staff of the district Teachers' College. As during the September to December period, the staff member should report in writing to the Principal of the College on the teaching ability of the candidate.

b) By May 1, 1968, a meeting should be arranged between the inspectors involved with internship candidate training and the Principal of the district Teachers' College. The work of the candidate should receive attention and assessment made of his suitability to attend the second summer course.

6. Second Summer Course (1968)

a) By May 15, 1968, the director, superintendent, or inspector concerned should report to the Director of Teacher Education, Department of Education, 44 Eglinton Avenue West, Toronto 12, Ontario, listing the names of internship candidates whose records indicate suitability for the second summer course. The cost of transportation, board, lodging, and books will be borne by each candidate. The cost of the course will be borne by the Department of Education.

b) The course will consist of classes in:

History and Philosophy of Education
English Part I or Part II (whichever was not taken the first summer)
General Methodology (Social Studies, Science, Mathematics) Part I or Part II (whichever was not taken the first summer)
Methods in Special Subjects (Art, Music, Physical and Health Education)

Term tests in each subject will be given to each candidate. Candidates who achieve 66% standing in term tests may be exempted from final examinations. Final examinations in each subject will be given at the close of the summer course.

c) Successful candidates will be given an Interim Elementary School Teacher's Certificate.

d) Unsuccessful candidates will be required to withdraw from the Internship Plan.

G.L. Duffin

G.L. Duffin,
Assistant Deputy Minister
of Education.

November 2, 1966

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MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE
1. Transportation - Special Education
2. Smoking and Health (Ref. Memorandum 1965-66:16)
3. Correction in Memorandum 1966-67:29 to Secondary Schools
4. Tree Safety after Excavation Work
5. Information from the Ontario College of Agriculture in Guelph concerning Incubators

1. Transportation - Special Education

In the past, elementary school boards have been financially assisted for special transportation required for children with physical, mental or emotional handicaps, through the establishment of orthopaedic or transportation units. Secondary school boards have been financially assisted by the inclusion of handicapped pupils in regular transportation contracts.

The policy reflected in Form T8 - "Instructions re Transportation For the School Year September 1966 - June 1967" is an attempt to consolidate procedures and to ensure more equitable financial assistance for moneys expended.

Because of the procedure outlined in Form T8 - Item 6 (1), there is no need to establish orthopaedic or transportation units. For the spring term 1966, grant will be paid on approved orthopaedic and approved transportation units. For the fall term 1966 and in the future, grant will be paid as outlined in T8.

2. Smoking and Health (Ref. Memorandum 1965-66:16)

Reprints of the materials placed in the schools in September, 1964, are available on request from the Department of Health.

Since school principals have sometimes asked for speakers to address students on topics pertaining to Smoking and Health, the Ontario Medical Association kindly provided a list of Branch Society Secretaries who are prepared to provide speakers from the medical profession upon request. Principals who wish to obtain the services of a speaker are advised to approach the local Branch Secretary well in advance of the proposed date of the speaking engagement.

3. Correction in Memorandum 1966-67:29 to Secondary Schools

In paragraph 3, page 2, of this Memorandum, line 3 should read "If a teacher is recommended on Form 901" (not Form 900).

(over)

4. Tree Safety after Excavation Work

Deaths and injuries have occurred this year as a result of falling trees on school and public property. Whenever excavation work requires the severing of the root structure of a tree, on or adjacent to school property, school boards are requested to have the stability of the tree inspected by a competent authority.

5. Information from the Ontario College of Agriculture in Guelph concerning Incubators

The Department of Poultry Science of the Ontario College of Agriculture in Guelph has drawn to our attention that it is receiving a large number of requests for plans to construct home-made incubators for use in the schools. For safety reasons, the college provides no such plans but does provide information regarding inexpensive Hydro approved incubators.

7

G L Duffin

G. L. Duffin,
Assistant Deputy Minister.

November 9, 1966

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Exam. 6

MEMORANDUM TO: Directors and Superintendents
School Inspectors
Principals of Secondary Schools
Principals of Inspected Private Schools
Secretaries of Secondary School Boards

Re: Grade 13 Departmental Examination in Art, 1967

1. General Information

In 1967 the final Departmental standing for candidates in Grade 13 Art who have been in regular attendance at a secondary school or an inspected private school will be calculated as follows:

(a) 35% of the final standing will be based on the mark which, in the opinion of the principal and teacher, represents the candidate's proficiency in all phases of the course (i.e. history and theory of art and practical work) as reflected in his year's work; and

(b) 65% of the final standing will be based on

(i) the Departmental examination to be written in June,

(ii) a portfolio to be submitted to the Department before the June Departmental examination is written, to which will be allotted approximately 30% of the total of the June examination mark.

2. Private-Study Candidates

Private-study candidates will be permitted to take the examination and will have their final Departmental standing based on the portfolio and the Departmental examination written in June. The mark will be based on a total of 100 marks.

Private-study candidates are advised to make application, on or before April 6, 1967, to the Principal of the school where they intend to write the June examination, in order that a supply of question papers may be available at that school.

3. Written Work Only, on the June Departmental Examination

At the Departmental examination written in June, the candidate will be asked to answer questions on

(a) the history and theory of art; and

(b) reproductions of art which will be provided.

There will be no question requiring a formal drawing or painting on the written examination in June.

4. Requirements for Portfolios

(a) The portfolio is to contain

(i) three pieces of work selected from Section 1, units one to six, with not more than one piece selected from any one unit, and

(ii) two pieces of work selected from Section 2, options one to eleven, with not more than one piece selected from any one option. A candidate may submit a photograph or photographs of his work in Options 2,3,4,6,7,8,9 of Section 2, provided that he submits, along with the photographs, his original sketch or sketches of the work which has been photographed.

(Reference: Curriculum S.13, Course of Study in Art, pp. 11-17)

(b) The size of each piece must not exceed 18 inches by 24 inches.

(c) Three-dimensional work will not be accepted.

(d) Framed material is not to be submitted.

(e) If the medium used is likely to smudge, a fixative must be applied to prevent smudging. If a work in oil is submitted, the medium must be completely dry before it is packaged.

(f) The work submitted should be clean and neat.

(g) No name or signature or identifying mark, either of the candidate or the school, is to appear on any of the pieces of work.

(h) Exactly five pieces are to be submitted.

(i) Only pieces which meet the requirements listed in clauses (a) to (h) inclusive, will be valued.

5. Certification of the Candidate's Work

(a) Each candidate who has been in regular attendance at a secondary school or an inspected private school will be required to certify that he has produced, in regular school classes during the 1966-67 school year, without assistance from anyone, the five pieces of work which he is submitting.

The signature of the candidate, the principal and the Art teacher will be required on a form of certification to be provided by the Department.

(b) A private-study candidate will be required to submit a legal affidavit certifying that he has produced, without assistance from anyone, during the 1966-67 school year, the five pieces of work which he is submitting.

(c) The form of certification must be affixed to each portfolio.

6. Submission of Portfolios

(a) Each candidate is to submit his portfolio by June 3, 1967, to the principal of the school where he is writing the examination. The principal will send, in one shipment, by June 10, 1967, all the portfolios to Mr. M. Lake, Registrar's Division, Department of Education, 26 Breadalbane Street, Toronto, Ontario.

(b) Each package of five pieces should be wrapped separately. Care should be taken to ensure that the work will not be damaged in shipment. The Department will assume no responsibility for any damage which may occur from the time the portfolio leaves the school until its return.

(c) The name of each candidate is to be printed clearly on each portfolio or package containing the five pieces of work, but not on any of the pieces.

7. Return of Portfolios to Candidates

On or about February 1, 1968, the portfolios will be returned to the Principal of the school at which the candidate writes the June examination. Each candidate is asked to make arrangements with the Principal for the return of his portfolio.

G.L. Duffin
Assistant Deputy Minister

TORONTO, December 9 , 1966

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EXAM. 7

Memorandum to Directors and Superintendents
School Inspectors
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

Re The Grade 13 Departmental Examinations of June, 1967
1. The Use of Objective (multiple-choice type) Questions
2. The Provision of Latin, History, and Geography question papers in English and in French

The Principal is asked to bring this Memorandum to the attention of (a) all teachers and students of Grade 13 day and evening classes, and (b) where possible, private-study candidates.

1. (a) Objective (multiple-choice type) questions will be used on the six papers listed below.

Biology	Physics
Chemistry	Secretarial Practice
French	Trigonometry and Statics

Not more than 30% of the total marks will be allotted to objective (multiple-choice type) questions on each paper concerned. As in past years there will be no deduction for incorrect answers in arriving at the mark for these questions.

(b) Use will be made of maps, diagrams, charts, and printed answer sheets for short-answer questions on some of the papers.

2. The question papers in Latin, History, and Geography will be set in English and in French and may be answered in either English or French except where the candidates are asked on the Latin examination to translate into Latin.

G.L. Duffin
Assistant Deputy Minister

March 3, 1967

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ONTARIO DEPARTMENT OF EDUCATION

JAN 26 1967

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: PILOT COURSE TO ACQUAINT MODERN LANGUAGE TEACHERS IN THE SECONDARY SCHOOLS WITH NEW EQUIPMENT-TECHNIQUES

PRINCIPALS ARE ASKED TO BRING THIS MEMORANDUM TO THE ATTENTION OF EACH TEACHER OF FRENCH.

During the summer of 1967, the Department of Education will offer a special course to assist qualified teachers to become familiar with some of the more recent developments in facilities for modern language teaching.

Nature of the Course

A five-day course from August 14-August 18, 1967, will be offered to a number of teachers selected from the applicants. Experienced teachers will instruct small groups in the operation of language laboratories, overhead projectors, tape recorders, and film projectors. Combined with the practical work will be classes in theory and methods pertaining to the use of audio-visual aids, as well as discussions of types of special experimental courses in modern language instruction.

Location of the Course

The course will be offered at the University of Waterloo. Residence facilities will be available to those from outside the immediate area. Modern classrooms, the language laboratory, and a seminar room will be at the disposal of members.

Eligibility for Membership

Only qualified secondary school language teachers who are at present engaged in teaching French to English-speaking pupils can be considered for this year's course. Accommodation will permit the enrolment of 50 teachers, and preference will be given to those who are now faced with problems stemming from the introduction of modern teaching aids into the language program. Applications will be processed in order of arrival.

(over)

Fees and Living Accommodation:

The fee for the course will be $7.00. Cost of board and living accommodation will be the responsibility of the applicant. Residence fees include meals and are set by the University at $10 daily for a single room, $9 daily for a double room.

Questionnaire:

A copy of the attached questionnaire is to be filled in by each teacher interested in taking the course. When the questionnaires have been processed, an application form will be sent to each teacher selected for course membership.

In view of the limited number of teachers who can be accommodated, it is advisable for those who wish to take the course to return a completed questionnaire at their earliest convenience.

G. L. Duffin

G. L. Duffin,
Assistant Deputy Minister.

December 22, 1966.

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1966-67:48
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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

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RE: Information on Questions Related to Elementary School Libraries.

The Department of Education has received a number of requests for information pertaining to Elementary School Libraries. May we draw your attention to the programs on our Curriculum Up-Dating television series which will be broadcast on November 19, 26 and December 3. We feel that these programs will answer many of the questions which seem to concern school administrators. In those areas where the C.B.C. is carrying the Santa Claus Parade on November 19, the programs will be delayed one week, that is, until November 26, December 3 and 10.

G L Duffin

G. L. Duffin,
Assistant Deputy Minister.

November 14, 1966.

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JAN 26 1967

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: 1. Teachers from the United Kingdom
2. Questionnaires and Surveys
3. School Dances
4. Grade 13 Oral French Testing, 1967
(Ref. Memorandum 1966-67:38)

1. Teachers from the United Kingdom

The officials of Ontario House in London, England, have recently expressed the hope that Ontario school boards needing competent, experienced teachers eligible for a Letter of Standing for the school year 1967-68 will present their requests early in January. Teachers who intend to emigrate will then be able to complete all the documents pertaining to education and immigration in time to make contracts with boards during the usual period in Ontario. The months of February and March are considered to be too late for this purpose. It should be noted that teachers are in short supply in the United Kingdom also and that this paragraph refers to teachers who have decided to emigrate and have, therefore, made their intention known to the officials at Ontario House.

Boards interested in teachers eligible for Letters of Standing in Ontario should make contact with:

Mr. W. G. Donaldson,
Immigration Branch,
Ontario Government,
Ontario House,
Charles II Street,
London S.W.1, England.

2. Questionnaires and Surveys

Principals and school boards are informed that questionnaires and surveys sent to schools by unauthorized agencies need not be answered. In many cases, teachers, especially inexperienced ones, feel that they are obligated to spend time and effort in replying to every request for information.

(over)

From time to time the Department of Education needs data which cannot be compiled except by surveys. In some instances the Ontario Institute for Studies in Education will seek the approval of a board to gain information from schools for experiment or research. If the Department authorizes any other agency to circulate forms for answer and return, the principals will be notified.

3. School Dances

School principals and school boards have developed clear-cut regulations regarding the holding and conduct of dances on school property. Principals should be aware that advertising material is being mailed to student council officers, offering services for school dances under specific conditions. Principals are asked to examine these conditions carefully before giving approval to the engagement of the services.

4. Grade 13 Oral French Testing, 1967 (Ref. Memorandum 1966-67:38)

Since many schools are holding mid-year examinations in January or February and none during the months of March or April, it is permissible to conduct the grade 13 oral French testing program in the earlier months. Your attention is drawn to the note in Memorandum 1966-67:38 that the testing material must always be treated as confidential, both before and after the tests are administered.

G.L. Duffin

G. L. Duffin,
Assistant Deputy Minister.

December 21, 1966.

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: Procedure with Regard to the Approval of Research Projects in Schools.

For the information of school officials and boards, requests by the Ontario Institute for Studies in Education to undertake research projects in a school will be made directly to the local school board for its decision. It is felt that the principal and board concerned will wish to consider approval of such projects individually in the light of their present program and plans already made for future developments or pilot studies.

With respect to schools outside municipal areas in the province, the Institute personnel may wish to approach the area superintendent, or inspector concerned, for advice before making contact with the school officials.

The Ontario Institute for Studies in Education is concerned with Graduate Instruction, Research into Educational Problems, and Study Projects in Curriculum - matters which are of prime interest and concern to educators in Ontario. It is anticipated that the Department, the school boards, and teachers will all profit from these studies.

G.L. Duffin
G. L. Duffin,
Assistant Deputy Minister.

December 5, 1966.

44 Eglinton Avenue West / Toronto 12, Ontario

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE:
1. Distribution of Curriculum I.12D, Mathematics Intermediate Division, Grade 10, Five-year Program.
2. Distribution of Sample Examinations for "Introduction to Analysis" and "Algebra."
3. Revision of Mathematics Courses for Grades 11 and 12 of the Five-year Program.

1. Distribution of Curriculum I.12D, Mathematics Intermediate Division, Grade 10, Five-year Program.

Curriculum I.12D has been distributed to all schools. This course is intended for use with students who have completed successfully the earlier courses in the series: Curriculum I.12A, I.12B and I.12C (Five-year Program).

2. Distribution of Sample Examinations for "Introduction to Analysis" and "Algebra."

Sample examinations for the Grade 13 Mathematics courses are being sent to each Secondary School. The principal is asked to see that the Department Head or Senior Teacher of Mathematics receives these examinations. Since the supply is limited, only one set of the examinations can be sent to each school.

3. Revision of Mathematics Courses for Grades 11 and 12 of the Five-year Program.

A curriculum committee has recently been appointed to revise the Grade 11 and Grade 12 courses in Mathematics for the Five-year Program.

This revision has been necessitated by the completion of Curriculum I.12D for Grade 10. It is anticipated that this revision will subsequently cause some minor adjustments in the new Grade 13 courses but no major revision of "Introduction to Analysis" and "Algebra" is contemplated.

(over)

It is desirable that the teachers of the province play an important part in the revision of these courses. To this end, opportunities will be provided through members of the curriculum committee for teachers to discuss proposals under consideration.

G. L. Duffin

G. L. Duffin,
Assistant Deputy Minister.

December 5, 1966.

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: PRIZES AWARDED BY THE CANADIAN MATHEMATICAL CONGRESS

The Canadian Mathematical Congress has recently named the winners of mathematical prizes which it awards on the basis of the marks obtained on the Grade 13 Departmental Examination in Problems, 1966. Cheques are being forwarded by the Secretary of the Canadian Mathematical Congress to all those successful in winning an award.

Provincial Winners - $50 each
($50 additional for District Winners below)

1. Kavanagh, James M.	St. Michael's College School	89 marks
2. Del Junco, Andres	University of Toronto Schools	86 marks
3. Vari, Thomas) tie	Vaughan Road C.I.	81 marks
Beesley, William B.)	Earl Haig S.S.	81 marks

District Winners - $50 each

1. Essex County	MacQueen, Glenn N.	Amherstburg, General Amherst H.S.
2. Elgin, Kent, Lambton, Norfolk	No award	
3. Middlesex, Oxford	Nichols, Warren D.	London, Oakridge S.S.
4. Bruce, Grey, Huron, Perth, Wellington	Martin, James	Stratford Central S.S.
5. Brant, Haldimand, Waterloo	Kestle, Janice L.	Kitchener, Forest Heights C.I.
6. Lincoln, Welland	Tribou, John F.	Ridgeway & Crystal Beach H.S.
7. Wentworth	Preston, Jonathan M.	Hamilton, Hillfield-Strathallan C.
8. Dufferin, Halton, Peel, Simcoe	Farrington, Bruce M.	Port Credit S.S.
9. Toronto City west of Yonge Street	Kavanagh, James M.	St. Michael's College School
10. Toronto City east of Yonge Street	Hancock, Lawrence L.	Northern S.S.
11. Etobicoke, Mimico, New Toronto, Weston, York Twp.	Vari, Thomas	York, Vaughan Road C.I.
12. East York, Forest Hill, Leaside, North York	Beesley, William B.	North York, Earl Haig S.S.
13. York County, including Scarborough, but excluding other municipalities of Metropolitan Toronto	Routledge, Richard D.	Aurora, Dr. G. W. Williams S.S.

(over)

14. Cochrane, Nipissing, Parry Sound, Sudbury, Temiskaming	Pritchard, Douglas J.	Lively H.S.
15. Algoma, Kenora, Manitoulin, Rainy River, Thunder Bay	Langford, Gordon E.	Fort William C.I.
16. Haliburton, Muskoka, Northumberland and Durham, Ontario, Peterborough, Victoria	Waters, Pater M.	Lakefield College School
17. Frontenac, Hastings, Lennox & Addington, Prince Edward, Renfrew	Newton, James C.	Deep River, Dr. C.J. Mackenzie H.S.
18. Carleton	Tomlinson, Frederick J.	Ottawa, Hillcrest H.S.
19. Lanark, Leeds and Grenville, Prescott and Russell, Stormont, Dundas and Glengarry	Trivett, Ray D.	Perth & District C.I.

The Minister wishes to express to all prize-winners his personal congratulations and those of the officials of the Department of Education on their splendid achievement in this special field of mathematical problems.

The Canadian Mathematical Congress will again offer a number of cash prizes to Grade 13 students of Mathematics across the province who show promise of outstanding mathematical ability as indicated by their work in the Departmental Grade 13 Problems paper to be written in June 1967. The conditions are listed below:

1. The competition is open to all bona fide day-time students who have been in regular attendance in the public or private secondary schools of Ontario during the school year 1966-67.

2. The areas, of roughly equal population, into which the province is divided for purposes of this competition in 1967 are shown above in the list of winners for 1966. A prize of $50 is offered for competition among the pupils attending the secondary schools in each of these nineteen geographical areas. In addition, four prizes of $50 each will be awarded on a province-wide basis. One of these may be held by a candidate whether or not he has obtained an area award.

3. The winners will be selected on the basis of their marks on the Problems paper for 1967. In general, a prize will be awarded to the candidate who stands highest among those writing from the public or private secondary schools located within a particular area. However, the Awards Committee acting for the Canadian Mathematical Congress will have final authority. In their sole discretion they may withhold the award in an area where no candidate has obtained a reasonably high mark and may transfer it to an especially deserving candidate from another area.

4. No special application is necessary. All pupils writing the Problems paper will automatically be considered candidates for the various prizes.

G.L. Duffin

G. L. Duffin,
Assistant Deputy Minister.

December 1, 1966.

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ONTARIO DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
School Inspectors
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private School

JAN 26 1967

Re Secondary School Letters of Permission

The following changes are announced with respect to the issuing of Secondary School Letters of Permission for the school year 1967-68. Full details are contained in Circular 43, to be issued soon.

1. Qualified teachers who are required to teach a subject in which they do not hold special qualifications

Effective for the school year 1967-68 Letters of Permission to cover such cases will be issued by the Area Superintendent and a copy will be sent to the Registrar of the Department.

2. Secondary School Teachers who do not hold any certification and who are not eligible to attend an Ontario College of Education

There will be no change in the procedure for issuing Letters of Permission to Boards for the employment of unqualified teachers.

Positions vacant on March 31 and positions held in 1966-67 by unqualified persons who cannot report satisfactory progress towards full professional qualification by September 1967 must be advertised on March 31 if not advertised earlier. If no qualified teacher, student teacher, or applicant willing and eligible to attend the first summer course of secondary school teacher-training in 1967 is available by April 28 and a further advertisement after April 28 fails to bring a satisfactory response from a person whom the Department of Education will support, a board may request the Registrar of the Department of Education to issue a Letter of Permission on behalf of an unqualified person.

3. Persons who will be eligible to attend summer courses at an Ontario College of Education leading to certification as secondary school teachers

Since these persons may be considered as teachers-in-training who will have valid teaching certificates following successful attendance at a first summer course, the policy of requiring Letters of Permission will be discontinued. Contracts may be made on or after March 31 with applicants who present a Statement of Provisional Acceptance issued by an Ontario College of Education and who will attend the first summer course of secondary school teacher-training in 1967.

(over)

In place of the application for a Letter of Permission, the Board will send to the Registrar of the Department a copy of the Contract, a copy of the Statement of Provisional Acceptance issued by an Ontario College of Educatio and a Statement of the Details of Employment.

A Letter of Permission may be issued, on application of the Board, to a person in this group who, after signing a contract, fails at university or at the initial professional course.

G L Duffin
Assistant Deputy Minister

January 13, 1967

44 Eglinton Avenue West / Toronto 12, Ontario

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: ELEMENTARY AND SECONDARY SCHOOL PRINCIPALS' COURSES

It is expected that in 1967 the Elementary School Principals' Course and Part I of the Secondary School Principals' Course will be offered in three university centres (University of Western Ontario, University of Waterloo, and Queen's University). Enrolment will be limited to eighty elementary and eighty secondary candidates in each of the centres. In the interest of further integration of elementary and secondary education the courses will have some joint sessions in suitable topics, and personnel will share joint facilities. The second session of the Secondary School Principals' Course will be held at the University of Western Ontario.

The courses will be of four weeks' duration, July 3 to July 28, inclusive.

I Elementary School Principals' Course

1. An applicant for admission to the course in 1967 shall

   (i) hold a Permanent Elementary School Teacher's Certificate, Standard IV;
   (ii) be a principal or be appointed to be a principal of an Ontario elementary school effective September 1967; and
   (iii) have been considered as above average in competence as a teacher for at least the last two years of his teaching or principalship experience.

If it is not possible to provide courses for all applicants, quotas will be established. In this case an applicant will require the recommendation of the Provincial or Municipal Inspector concerned.

Consideration may be given to a number of applicants who meet the conditions of (i) and (iii) above and who have not yet been appointed as principals.

On successful completion of the course the candidate will be granted an Interim Elementary School Principal's Certificate valid in any Ontario Elementary School for a period of five years from date of issue.

(over)

While eventually this certificate may be required for appointment as a principal, it will not be so required in 1967 or in a subsequent year without adequate notice being given.

2. The holder of an Interim Elementary School Principal's Certificate may qualify for a Permanent Elementary School Principal's Certificate by submitting the following:

   (a) evidence of successful completion of one of

      (i) a Department of Education Summer Course of five weeks' duration or an equivalent winter course for which a Department of Education certificate has been granted; (e.g., Art, Guidance, Music, Special Education), but not a course required for a basic teaching certificate;

      (ii) two units of graduate study towards the former B.Paed. degree, B.Ed. degree or M.Ed. degree from the Ontario College of Education, University of Toronto, or the equivalent;

      (iii) two half-courses of graduate study in education from the Ontario Institute for Studies in Education, or the equivalent; and

   (b) evidence of two years' successful experience as a principal subsequent to the date of issue of his Interim Certificate.

3. (a) A candidate wishing to be admitted to the course in 1967 shall first make application by completing Form 35PC(E).

   (b) A candidate in a municipal inspectorate shall forward his application to the Superintendent of Elementary Schools or Director of Education appointed by the local school board, who will forward the application to the Superintendent of Supervision, 44 Eglinton Avenue West, Toronto 12. A candidate in a provincial inspectorate shall forward his application to the local Provincial Elementary School Inspector who will forward the application to the Superintendent of Supervision, 44 Eglinton Avenue West, Toronto 12.

II Secondary School Principals' Course

1. FIRST SESSION

An applicant for admission to the course shall

(a) hold one of

   (i) a High School Specialist's Certificate
   (ii) a High School Assistant's Certificate
   (iii) a Vocational Specialist's Certificate with an acceptable degree
   (iv) an Occupational Specialist's Certificate with an acceptable degree;

(b) have completed a minimum of five years of teaching in Ontario schools, or in inspected private schools, prior to September 1, 1966;

(c) have taught one or more subjects of Grades 11, 12 or 13 for at least three years or hold a Specialist Certificate in Special (Auxiliary) Education with the secondary school option and have at least two years' experience teaching general or practical subjects in the Occupational program (Specialist Certificate in Special (Auxiliary) Education not required where applicant is admitted under 2 (a) (iv) above); and

(d) have been considered as above average in his classroom work during the last three years.

NOTE: Re: (a) (iii) and (iv)

(i) An acceptable degree is one that would admit the candidate to a course leading to an Interim High School Assistant's Certificate, Type B, in a College of Education in Ontario.

(ii) A candidate who applies for admission under (a) (iii) or (iv) shall submit a statement from a College of Education in Ontario that he has an acceptable degree.

If it is not possible to provide courses for all applicants, quotas will be established. In this case, the applicant will require the recommendation of his District or Municipal Inspector.

On successful completion of Part I of the course (1967), the candidate will be granted an Interim Secondary School Principal's Certificate, Type B, which will qualify the holder to be a vice-principal in any secondary school, a principal in a secondary school having an enrolment of fewer than 500 pupils, or a principal in a special vocational school of any size.

After two years in one or more of these positions, and upon the recommendation of the District Inspector or Municipal Superintendent, the holder of an Interim Secondary School Principal's Certificate, Type B, may apply to have this certificate made permanent.

The holder of a Permanent Secondary School Principal's Certificate, Type B, may be admitted to Part II of the Secondary School Principals' Course and on successful completion of Part II will be granted a Permanent Secondary School Principal's Certificate, Type A, which shall be valid for the principalship of any provincial secondary school.

2. SECOND SESSION

(a) An applicant for admission to the second session (1967) shall

(i) have taught one or more subjects of Grades 11, 12 or 13 for at least three years.

(ii) have been considered as above average in his work as a principal or vice-principal for the past two years.

(iii) be eligible for a Permanent Secondary School Principal's Certificate, Type B, by June 1967.

(over)

(b) A teacher wishing to be admitted to the First or Second Session (1967) shall first make application by completing Form 35PC(S).

(c) A teacher in the following High School Districts shall forward his application to the Superintendent of Secondary Schools appointed by the local school board, who will forward the application to the Superintendent of Supervision, 44 Eglinton Avenue West, Toronto 12: Belleville, Brantford, Burlington, Cornwall, Etobicoke, Fort William, Hamilton, Guelph, Kingston, Kitchener, London, Niagara Falls, Oakville, Oshawa, Ottawa, Peel Central, Peterborough, Port Arthur, St. Catharines Sarnia, Sault Ste. Marie, Scarborough, Sudbury, Toronto, Toronto Township, Windsor, York, York Central or York North.

(d) A teacher in any other high school district shall forward his application to the local District Secondary School Inspector appointed by the Department of Education, who will forward the application to the Superintendent of Supervision, 44 Eglinton Avenue West, Toronto 12.

(e) Except in unusual circumstances, it is expected that, irrespective of their home address, all applicants who are accepted for either the first or second session will live in the university residence. This requirement is necessary since one important aspect of the course is participation in the informal discussion groups which are held when regular classes are not in session.

3. GENERAL INFORMATION

An application form for one of these courses may be obtained from your principal and must be received by the officials mentioned above by January 9, 1967, and they in turn must forward them to the Department by January 23, 1967.

Each candidate shall also obtain an official Departmental Summer Course Application Form, when these are available in early April, and file this completed form with the Deputy Minister of Education.

The fee for either course will be $50.00 per session. Veterans of Her Majesty's Forces, upon proof of active service, are not required to pay this fee.

Will you please bring this memorandum to the immediate attention of all members of your staff.

G L Duffin

G. L. Duffin,
Assistant Deputy Minister.

December 12, 1966.

(E)

Dept. Use
Rec. . . . .
No. . . . .
Course. . . . .
App. . . . .

APPLICATION FOR THE ELEMENTARY SCHOOL PRINCIPALS' COURSE

ame . . . .
Surname First Names Maiden or Religious

If a married woman, give maiden name also. If a member of a religious order, give lay name.)

ddress . . . .

ate of Birth . . . .
Year Month Day Ident. Number

ONTARIO TEACHING CERTIFICATES

Certificate	Date of Issue	No.

DEGREES

Degree	University	Year

PROFESSIONAL EXPERIENCE TO JUNE 29, 1966

Elementary Schools: Province of Ontario

(1) SCHOOL	(2) LOCATION	(3) NO. OF CLASS-ROOMS	(4) GRADES TAUGHT	(5) POS.	(6) DATES	(7) YEARS	(8) INSPECTOR
(9)							

(10) Present School: Bi. ☐ Sep. ☐ Pub. ☐ (11) Total to June '66 Pr. . . . . Teacher. . . . .

(2) City, Town, Village, Township, etc.
(5) Indicate "P" if principal, "T" if teacher.
(7) Total number of years in position
Other related Experience
(Blank page if necessary.)

(9) Complete 1-5 & 8 for your present school, 1966-67.
(10) Check Bilingual, Separate or Public.
(11) Complete with total years as a teacher and as a principal to June 1966.

. . . .
Date

. . . .
Signature of Applicant

Please forward to your Superintendent or Inspector

(over)

Form
35PC(E)

INSPECTOR'S CONFIDENTIAL REPORT

The Inspector is requested to complete this form and return it to:

Mr. A. H. McKague,
Superintendent of Supervision,
Department of Education,
44 Eglinton Avenue West,
Toronto 12, Ontario.

SECTION A

This is to certify that to the best of my knowledge the information contained in the application form is correct.

____
(Inspector's Signature)

Dated at ________________

____________ 19__

SECTION B

This is to certify that the above-named teacher has taught successfully under my inspection from: ______________________________
(Day, Month and Year)

to: ______________________________
(Day, Month and Year)

I consider the above-named teacher to be above average in competence as a teacher or principal for at least the last two years of his teaching or principalship experience.

____
(Inspector's Signature)

Dated at ________________

____________ 19__

In cases where the Superintendent or Inspector is unable to recommend a candidate for the course by certifying to the aforementioned, he should return this form to the applicant with an appropriate explanation.

Where the signature of more than one Inspector is required this form should be forwarded by the present Inspector to the previous Inspector. Inspectors are requested to forward these forms without delay to the Superintendent of Supervision at the above address.

rm
5PC(S)

APPLICATION FOR SECONDARY SCHOOL PRINCIPALS' COURSE

SECOND SESSION 1967

....
Surname First Name(s) Identification No.

....
Degree University

nterim Secondary School Principal's Certificate, Type B Number ....
Date of Issue..................

Experience (as Principal or Vice-Principal)

School Position Date of Appointment Inspector

965-66

966-67

Teaching Experience (minimum of three years in Grade 11, 12, 13)

School	Dates	Subjects Taught	No. of Years

....
Date Signature of candidate

his is to certify that to the best of my knowledge the experience as stated above is orrect.

....
Date Signature - Municipal Superintendent
or District Secondary School Inspector

Form
35PC(S)

APPLICATION FOR THE SECONDARY SCHOOL PRINCIPALS' COURSE

FIRST SESSION 1967

.... Surname
.... First Name(s)
.... Identification N

.... Present School
.... Street Address
.... City
Telephone No

.... Degree
.... University

TEACHING CERTIFICATES

Certificate	Specialist Subject	Date of Issue	Number	For Dept. Use
High School Specialist's Certificate				
High School Assistant's Certificate	________			
Vocational Specialist's Certificate				
Occupational Specialist's Certificate				
Specialist Certificate in Special (Auxiliary) Education	________			

TEACHING EXPERIENCE (As of September 1, 1966)

No. of Years in Ontario
(a) Secondary Schools ....
(b) Inspected Private Schools ....
(c) Elementary Schools ....
Total ....

School (List Present School First)	Dates	Subjects Taught Grades 11, 12, 13 or Occupations	Grade	No. of Years

.... Date of Application
.... Signature of Applicant

.... Date
.... Signature (Municipal Director or Superintende
(District Secondary School Inspecto

(over)

44 Eglinton Avenue West / Toronto 12, Ontario

1966-67:55
7500

ONTARIO DEPARTMENT OF EDUCATION

EXAM. 9

Memorandum to Directors and Superintendents
School Inspectors
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

Re The Grade 13 examinations in Mathematics, June 1967

The Principal is asked to bring this Memorandum to the attention of (a) all teachers and students of Grade 13 day and evening Mathematics classes and (b) where possible, private-study candidates in Grade 13 Mathematics.

The following information is in addition to that provided in Sections 5 and 6 of Memorandum 1966-67:18, EXAM. 1.

1. Mathematical Tables

(a) Introduction to Analysis (Mathematics A) and Algebra (Mathematics B)

Mathematical tables are not required and shall not be given to the candidates by the presiding officer.

(b) Algebra (old), Geometry, Trigonometry and Statics, and Problems

The only book of tables which may be used for these examinations is Mathematical Tables (Ryerson).

(c) Mathematics of Investment

Candidates for this examination will be provided with 7-figure logarithmic and interest tables issued by the Minister. Where the supply of 7-figure tables in the school is insufficient for the candidates, the Principal should write to the Registrar, Department of Education, for additional copies.

2. Graph Paper

Graph paper is not required for the examinations in Introduction to Analysis (Mathematics A) and Algebra (Mathematics B), and shall not be given to the candidates for these examinations by the presiding officer.

3. Slide-Rules

Although the use of a slide-rule is permitted for the Grade 13 Departmental examinations in Mathematics and Science provided that it has no markings other than those placed on it by the manufacturer, a slide-rule will not be helpful in any of the Mathematics examinations to be written in June, 1967.

4. The topic of Logical Reasoning in Introduction to Analysis (Mathematics A)

There will be no question on Unit 1 (Logical Reasoning) on the 1967 June Departmental paper in Introduction to Analysis (Mathematics A).

5. The testing of theory in Introduction to Analysis (Mathematics A) and Algebra (Mathematics B)

The emphasis in the examinations will be on problem solving and applicatio of theory. If a development of theory is required on the examination it will be considered an original problem and not a problem to test the memorization of theory presented in a text-book.

For this reason no list of theory for examination purposes will be issued.

6. Optional Units in Algebra (Mathematics B)

The second section of the examination in Algebra (Mathematics B) will consist of 2 questions on each of the optional Units. Candidates will be allowed to choose any four of the questions from this section of the paper.

G L Duffin
Assistant Deputy Minister

December 13, 1966

44 Eglinton Avenue West / Toronto 12, Ontario

1966-67:56
7,500

EXAM. 10

ONTARIO DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
School Inspectors
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

Re Appointment of Associate Examiners for the Grade 13 Examinations of 1967

1. The Minister of Education appreciates the assistance given in 1966 by the teachers who acted as associate examiners for the Grade 13 Departmental Examinations. He hopes that eligible teachers (see Section 3), particularly those with considerable experience and high academic standing, will offer their services for the 1967 examinations.

   The usual co-operation of the teachers is requested in this very responsible work. It is most important that each Principal urge his Grade 13 teachers to offer their services as markers.

2. Statements of Availability are being sent to the schools. They should be returned to the Department not later than January 16, 1967. If this is done, it seems likely that notices of appointment can be mailed from the Department on or before March 1. It should be noted that no names, even of those who marked last year, can be considered unless a Statement of Availability is received.

3. An associate examiner from a provincial secondary school is required to hold a Permanent High School Assistant's Certificate or a High School Specialist's Certificate, to have had at least two years' teaching experience in an Ontario secondary school and to

   (a) be engaged in teaching one or more Grade 13 subjects in the day or night classes of a secondary school for the school year 1966-67; or

   (b) be the head of a department; or

   (c) have taught one or more Grade 13 subjects in the day classes of a secondary school during the past three years.

   An associate examiner from a private school is required to have at least two years of teaching experience in Ontario in a secondary school, a university, or a private school, and must be recommended by his Principal. An associate examiner from a

(over)

university is required to have at least two years' teaching experience in Ontario as a lecturer in a university or as a teacher in a secondary school or a private school, and must be recommended by his Principal or Dean.

Note 1. Statements of Availability will be accepted from teachers who acted as associate examiners in 1966 and are interested in continuing if their services are required.

Note 2. Consideration will also be given to a limited number of Statements of Availability received from Grade 12 teachers of considerable experience and to newly-designated heads of departments who are presently teaching Grade 12.

The schedule of remuneration provides for payment of associate examiners at the rate of $32 a day.

In addition, an associate examiner whose place of residence is not in The Municipality of Metropolitan Toronto and who establishes a place of residence in The Municipality of Metropolitan Toronto for the purpose of engaging upon his marking duties will be allowed living expenses not exceeding $6 for each day upon which he is so engaged.

The appointment of new committee members will not be completed until sometime in April. It will be necessary to allow appointees to choose between the original appointment and the later appointment to the Committee.

The main body of associate examiners will report for duty on Friday, June 30, 1967; the committees will, as usual, begin their work from twelve to fourteen days earlier.

Experience has shown that the marking of English requires several days more than the other subjects. Since it is desirable that all sections complete the marking at approximately the same time, it is expected that the associate examiners in English will be asked to report a few days earlier than the examiners in other subjects.

G.L. Duffin
Assistant Deputy Minister.

TORONTO 12, December 13, 1966.

JAN 26 1967

44 Eglinton Avenue West / Toronto 12, Ontario

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: UP-DATING COURSES IN BUSINESS AND COMMERCIAL SUBJECTS

In the last week of August, 1967, the Department of Education will offer special courses for the up-dating of teachers in Business and Commercial subjects. The courses will be open to qualified teachers in 1967-68 in the secondary schools of the province.

1. Distribution of Courses

It is proposed to offer courses in the following subjects:

(a) Business Organization and Management, and Business Finance--

Lectures and discussions on the basic organization and current financial practices in business and government. Emphasis will be given to effective classroom applications and the use of community resources.

(b) Data Processing--

Principles of Data Processing as outlined in the initial course in Curriculum RP-33. This course will provide an understanding of the basic automation concepts, a background necessary to continue to more advanced courses, and will give some familiarity with "hands on" training.

(c) Marketing--

A review of course content and discussions in seminar groups of effective teaching techniques. The lectures and discussions will be supplemented by visits from experienced personnel and by field trips.

(d) Business Machines and Office Practice--

A study of current practices in modern offices, the application of machines, systems and procedures, and the implications for teachers of Business and Commercial subjects.

(over)

2. Eligibility for Attendance
These courses are planned to assist qualified secondary school teachers who will be teaching one or more of the subjects described above. It is expected that an inspector of Business and Commercial subjects will be principal in each centre and that the subjects will be so timetabled that a teacher can take a combination of any two listed.

3. Location of Courses
The courses will be offered in Sudbury, Kingston and Toronto if the enrolment justifies the establishment of courses in the three centres.

4. Living Accommodation and Fees
It is expected that arrangements can be made to make board and living accommodation available at a university residence in each centre. Cost of board and living accommodation will be the responsibility of the applicant. The tuition fee for the one-week course (two subjects) is $15.00. If a teacher chooses one subject only, the fee will be $10.00.

5. Questionnaire
A copy of the attached questionnaire is to be filled in by each teacher who is interested in taking the course. When the answer to the questionnaire has been received and the teacher has been accepted for admission to the course, an application form will be sent to each teacher. It is desirable that interested teachers return the completed questionnaire as soon as possible, with the subjects listed in order of preference.

G.L. Duffin

G. L. Duffin,
Assistant Deputy Minister.

December 19, 1966.

For Departmental Use ☐

QUESTIONNAIRE

Complete this Questionnaire
if interested in attending the

DEPARTMENT OF EDUCATION

UP-DATING COURSES IN BUSINESS AND COMMERCIAL SUBJECTS

1. Name . . . .
(Surname) (Christian Name) Those belonging to Religious Orders include lay name.

2. Name of Certificate held . . . . No. of Cert. ....Year....

3. Name of School . . . .
(in full)

4. Address . . . .
(Street) (City or Town)

5. Number of years of teaching experience (as of June 1967)

(a) elementary grades (b) secondary grades ☐

6. Indicate desired location--Kingston ☐ Sudbury ☐ Toronto ☐

7. Residence accommodation desired? Yes ☐ No ☐

8. Indicate Courses desired in order of preference--

(a) Business Organization and Management, and Business Finance . . . . ☐

(b) Data Processing . . . . ☐

(c) Marketing . . . . ☐

(d) Business Machines and Office Practice . . . . ☐

9. This is not an Application Form. Send no cheque at this time.

9. Return completed questionnaire as soon as possible and NO LATER THAN APRIL 30 to:

Mr. G. E. Seguin,
Assistant Superintendent,
Supervision Division,
Department of Education,
44 Eglinton Avenue West,
TORONTO 12, Ontario.

44 Eglinton Avenue West / Toronto 12, Ontario

1966-67:58
14,000

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS

RE: RED CROSS YOUTH

1. The contributions of the members of Junior Red Cross and of High School Red Cross support the Red Cross Fund For Needy Children At Home And Abroad. The response in 1966 was most encouraging - a sum of approximately $110,000. The Committee wishes to thank sincerely all those who took part in the 1966 campaign. Again in 1967 the members are being asked for their support to enable Red Cross Youth to continue the types of service outlined in the attached summary.

2. It is suggested that the campaign be conducted in February. The authorization of the board should be obtained by the principal.

3. During the past year moneys collected in Ontario schools were used to purchase a new dental coach for use in areas where no dental service exists. Four additional audiometers have been made available upon request. The contributions have made it possible to assist many children in need of orthodontic treatment, glasses, special foods and drugs. A research project involving the use of a mobile child study laboratory is supported by the fund.

4. Red Cross Youth is accepted in the schools by the Department of Education not only because of the valuable work which is supported through the use of these funds, but because it is an educational program. It is an opportunity to learn citizenship responsibility through involvement in activities which are related to the aims of Red Cross Youth - health, service and international understanding. It is suggested that any fund-raising for Red Cross Youth should be an educational experience for the pupils.

5. Principals of elementary schools are asked to make their returns to the local inspector. The elementary school inspectors and the secondary school principals should forward contributions to Mr. Paul Meldrum, Director of Ontario Red Cross Youth, 460 Jarvis Street, Toronto 5.

G. L. Duffin

G. L. Duffin,
Assistant Deputy Minister.

December 12, 1966.

RED CROSS YOUTH FUND FOR NEEDY CHILDREN AT HOME AND ABROAD

Scope of Fund

In this organization which is dedicated to health, service, and international understanding, the funds are spent in ways that promote each of these aims. The many facets of the work are outlined below. Funds may be spent locally, provincially, nationally and internationally. At the present time no percentage division is suggested. The amount of money spent in each place is decided according to the need.

Local Expenditure

Money may be spent in communities by Red Cross Youth in one of two ways:

(a) The school or the class may decide that a great need is apparent in the community. If that need cannot be filled by any other local agency and if it can be related to health, service, or international understanding, the class may decide to spend some of its funds on these local projects.

(b) The Public Health Nurse in a community may find that a school-age child of her community has a need for glasses, orthodontic treatment, surgery, drugs or special foods. If there is no agency in the community that can fill this need, the nurse may write to the Ontario office of Red Cross Youth requesting financial assistance on behalf of the child. The Ontario office will then, after studying the case, provide such assistance as is possible, and the cost of this assistance is charged to the Red Cross Youth Fund.

Provincial Expenditure

The Red Cross Youth Committee consists of representatives of the Department of Education, Inspectors of Schools, the Ontario School Trustees' Council, the Home and School Association, the Catholic Parent-Teachers' Association, the Teachers' Federation and others. Moneys are allotted by this Committee for the purchase and operation of dental coaches, the optometrist's coach, audiometers, research projects related to health, and the purchase of equipment such as wheelchairs and children's crutches, all of which are made available anywhere in Ontario. Requests for these items are answered in the order in which they are received and according to the need of the community which requests them. A grant of $25,000 to the building fund of the Hospital for Sick Children was made in 1966.

National and International Expenditures

Moneys spent from the fund at the national level are almost always used for international projects. The work of Canadian Red Cross Youth is the sum total of all the work in each of the provinces of Canada.

(over)

Financial aid from the Red Cross Youth for international projects takes three broad forms:

1. Indirect Aid

This term is used to describe aid which is given to self-help projects; for example, East Pakistan has difficult public health problems, particularly among its youth. Using direct aid, technical organizations can offer to fill the bottomless pit of need which exists in that country. Assistance which can help them to solve their own problems, however, is considered a much better solution. For this reason a representative was sent to Pakistan for one year for the purpose of organizing Red Cross Youth clubs in the schools and of training Pakistani citizens in methods of organizing clubs. After one year, this young lady came back to Canada, but the work she started is continuing under the direction of her trainees. Today approximately one million Pakistani children, as members of Red Cross Youth, are attacking their basic health problems which have existed for many years. The cost of this project was provided through the Red Cross Youth Fund.

To summarize: Instead of spending several thousands of dollars on drugs to arrest present diseases of Pakistani children and of allowing the conditions which caused these diseases to continue to spread, the Red Cross Youth Fund made it possible for an attack to be made on the conditions themselves.

2. International Understanding

From time to time a representative of Canadian Red Cross Youth is invited to attend the International Conference on the work of Red Cross Youth. This person (usually a high school student) has a good background of knowledge of Red Cross Youth in Canada and represents the Canadian Red Cross Youth organization at the conference. When he returns, his reports on the discussion topics, his comments on the feelings of people of other countries, and any suggestions he has for furthering the work of Red Cross Youth, are made available to the membership across Canada. Part of the expense of such a trip may be borne by the Red Cross Youth Fund.

3. Direct Aid

In time of disaster, immediate needs of children, such as food, clothing and shelter, are provided by money from the Fund, on the request of another National Society.

44 Eglinton Avenue West / Toronto 12, Ontario

JAN 26 1967

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: SIGNIFICANT CHANGES IN CIRCULAR H.S.1, 1967-68
(All page references are based on Circular H.S.1, 1966-67)

Page 2--	Note 3: A supplement to this circular has been prepared to assist principals of schools attended by French-speaking students, in timetabling the subjects of français, histoire, géographie, and latin as approved by the board concerned. The supplement, entitled Circular H.S.1(a) is available on request from the Superintendent of Supervision, 44 Eglinton Avenue West, Toronto 12.
Page 4--	Library and Guidance sections are up-dated.
Pages 7-12--	Admission Requirements to Provincial Institutes of Technology, Ontario Vocational Centres and Colleges of Applied Arts and Technology are up-dated.
Page 15--	Grade 10 - Optional Subjects: Read--Bookkeeping or Data Processing.
Page 19--	Note 4: Add--To qualify, students must complete successfully the Grade 11 work in three subjects from Section B.
Page 23--	Note 5: Add--To qualify, students must complete successfully the Grade 11 work in three subjects from Section B.
Page 27--	Optional Subjects: Add--Home Economics.
Page 27--	Note 1: For the purpose of qualifying for a Secondary School Honour Graduation Diploma, standing in either English or Français is obligatory. A principal may, however, permit a student who is certain he will not require English or Français for admission to his university or other post-secondary program to omit the study of English or Français in Grade 13, provided that the student knows he will not be eligible for a Secondary School Honour Graduation Diploma. Note 2: French-speaking pupils may use for diploma purposes, the standing obtained in Français in lieu of standing in English. Standing in both French and Français will not be credited for the purpose of the Diploma.

Page 31-- Note 2: Altered to read--A pupil may be permitted to enter upon the study of Industrial Arts or Technical Subjects, Art, Music, Agriculture, or Home Economics as an optional subject in Grades 11 and 12 at the discretion of the principal, although it is recommended that he take a course in a subject which he has successfully completed in Grade 9 or Grade 10, or in both of these grades.

Page 33-- Note 3: Add--With the prior approval of the Superintendent of Supervision, World Politics may be substituted for the obligatory subject of History in Grade 11 of this program. It should be noted, however, that in cases where Man In Society and World Politics are combined to meet the requirements of one option of Grades 11 and 12, History should continue to be offered as the obligatory subject.

Page 37-- To read--Obligatory Subjects

English Literature	4
English Composition, Business Correspondence and Language Study	4
History (Grade 11)	5
Economics (Grade 12)	5
Physical Education	4
Business and Commercial Subjects (a minimum of four subjects per year)	18(23)

Optional Subjects--Add

Business and Commercial Subjects not taken above	5

Page 38-- Note 6: As in Note 3 on Page 33

Subjects

Correspondence and Spelling	5
Physical Education	4

Delete--Penmanship

Page 41-- Optional Subjects--Add
Any other option listed in the Four-Year Program, Arts and Science Branch.

Page 42-- Note 6: As in Note 3 on Page 33

Page 47-- Agriculture of the Four-Year Program in the Science, Technology and Trades Branch is up-dated and the subject time-allotment is designated.

Page 50-- The Services Course in the Occupational Program is explained as in Memorandum 1965-66:88.

Page 58-- Note 7: Altered to read--

Superior pupils who, having completed the Four-Year Program in any Branch, wish to obtain the diploma which is awarded after successful completion of Grade 12 in the Five-Year Program, and admits pupils to Grade 13, may do so by transferring to Grade 12 of that Program and completing successfully the required number of obligatory and optional subjects of the Grade 12 year only. Under these special circumstances, Geography Part I (Grade 11) may be offered in place of Geography Part II (Grade 12). Similarly, Physics (Grade 11) may be offered in lieu of Chemistry (Grade 12).

In order to devote more time to preparation for the subjects which lead to Grade 13, such pupils may be permitted to offer the Secondary School Graduation Diploma of a Four-Year Program in lieu of one of the options from Section C on Page 15. Students who hold a Secondary School Graduation Diploma in the Business and Commerce, or Science, Technology and Trades Branches may offer the diploma in lieu of the double option required in the Five-Year Program of those Branches.

Page 60-- Note 1: Altered to read--

The Minister may grant a Secondary School Graduation Diploma, with a designation depending upon the circumstances, to a candidate who has successfully completed:

Grade 11 or Grade 12 of a Five-Year Program in one of the three Branches, or Grade 12 of a Four-Year Program in one of the three Branches,

followed by the successful completion of a year's work in any Five-Year Program or Four-Year Program in another Branch, but only where the content of the final year's work is satisfactory to the Minister.

Note 3: A Grade 12 student with first or second class honours term standing who is accepted for enrolment in the spring of 1967 in a post-secondary institution, and who is released at the end of the winter term on the recommendation of the secondary school principal, will not be eligible for a Secondary School Graduation Diploma. He will receive, however, a certificate of standing and a copy of the recommendation for advanced enrolment as supplied by the school principal. In addition the post-secondary institution may issue a certificate at the time of registration indicating that the student has been accepted for admission.

(over)

Page 62-- Add--Industrial Physics, Industrial Chemistry.
Delete--Chemistry, Physics, Mining, Tailoring, Watch Making.

Note 3: Principals of private schools where mature candidates are permitted to complete the courses of Grades 11 and 12 in one year are reminded of the following items in Memorandum to Principals of Private Schools, dated January 13, 1954:

(a) Pupils who are admitted to Grade 11 with the intention of qualifying for the Secondary School Graduation Diploma, and who were below 19 years of age on the previous September the first, should have completed satisfactorily regular courses of study required for full Grade 10 standing. If they have transferred from another secondary school, they should be required to present a signed statement to that effect from the principal concerned.

(b) Of those pupils who were below 19 years of age on the previous September the first, only those who have failed in one subject, or in very special cases in two subjects, in Grade 11, should be permitted to complete the courses of Grades 11 and 12 in one year.

Page 67-- Delete Part B

Page 70-- Delete Notes 11 and 12.

G. L. Duffin

G. L. Duffin,
Assistant Deputy Minister.

December 16, 1966.

44 Eglinton Avenue West / Toronto 12, Ontario

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1966-67:60
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ONTARIO DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
School Inspectors
Principals of Elementary and Secondary Schools
Secretaries of School Boards
Principals of Inspected Private Schools

RE EXTENSION IN THE AMOUNT OF TEACHING WITHOUT REDUCTION OF PENSION FOR A PERSON IN RECEIPT OF A SERVICE PENSION

An amendment to section 13 of Regulation 553 of Revised Regulations of Ontario, 1960, extends the period during which there is an urgent need for the services of persons in receipt of allowances to August 31, 1968. The amendment also provides for an extension in the amount of time that a person in receipt of a service pension ("A", "B", or "F" pension) may teach without loss of pension.

The amendment makes it possible for a pensioner to receive salary for teaching to the point that the salary plus the annual pension equals the rate of salary he was receiving during his last year of employment before his pension commenced.

To illustrate, consider the case of a pensioner who is in receipt of an annual allowance of $6,000.00 a year, whose salary immediately prior to pensioning was at the rate of $10,000.00 a year, and who is employed as a supply teacher at $25.00 per day.
The critical point is at $\frac{10,000 - 6,000}{25}$ or 160 days.

Such a person would be permitted to teach in that school year, without loss of pension, up to 159½ days. On teaching 160 days or more in that school year his pension would be suspended for the remainder of the school year (September 1 to August 31).

There has been no change in the requirement of less than 20 days of teaching in a school year to qualify for a refund of the 6% contribution to pensioners. Thus, if a pensioner teaches 20 or more days in a school year, no refund of contributions to the Fund can be made for that school year.

Just as soon as it is possible the Teachers' Superannuation Commission will send a statement to those pensioners now engaged in teaching outlining their present positions. Anyone who has not been engaged in teaching this year, but is contemplating such a step, may have a statement of his position by writing to the Director, Teachers' Superannuation Commission, Department of Education, 204 Richmond Street West, Toronto 1, Ontario.

G.L. Duffin
Assistant Deputy Minister

December 22, 1966

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JAN 26 1967

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See Also 1966-67:77

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

Re: Announcement Regarding Elementary Science Summer Course (Grades 1 to 6) Offered For The First Time in 1967 (Questionnaire Attached).

If the number of duly qualified teachers who apply for admission is sufficient, the Department of Education will offer an Elementary Science Course (Grades 1 to 6)at Toronto and at Leamington from Monday, July 3, to Friday, August 4, inclusive.

This course is designed to familiarize teachers with recent curriculum developments in Ontario and other places. The program will be based on the Interim Revision of P1,J1. Practical activities, field work, discussions and lectures will be included at each centre.

To this course may be admitted a teacher who holds a certificate or Letter of Standing qualifying him to teach in an elementary school in Ontario.

Application for this course should be made on the official Application for Summer Courses 1967 when it is distributed to the schools about April 1.

Field Studies at Albion Hills Conservation School (Optional)

During the five-week period a teacher may elect to spend one week (July 10, 17 or 24) at the Albion Hills Conservation School learning current methods in field studies under the direction of an expert from the Field Studies Council in England and outstanding local instructors.

The Albion Hills School, which is approximately forty miles northwest of Toronto, will provide meals and dormitory accommodation at the rate of $45.00 for the five days. (Dormitory accommodation consists of two-bed and four-bed units.) Teachers who elect to take this option will live in residence from Sunday afternoon or Monday morning until Friday afternoon.

Teachers will be expected to arrange their own transportation to Albion Hills, but for those unable to do so it is anticipated that transportation from Toronto can be provided on Monday mornings at the teachers' own expense.

(over)

It is hoped that as many as possible will avail themselves of the opportunity to study at the Albion Hills School including those enrolled at the Leamington course.

Questionnaire

The attached questionnaire should be completed by any teacher who intends to apply for the course at Toronto or at Leamington whether he intends to apply for the field studies part at Albion Hills or not. It should be returned to the Superintendent, Professional Development Division, Department of Education, 44 Eglinton Ave.West, Toronto 12, by January 31.

G.L. Duffin
Assistant Deputy Minister.

December 30, 1966.

QUESTIONNAIRE

Complete this questionnaire if interested in attending the

Department of Education
Elementary Science Summer Course (Grades 1 to 6)

1. Name .... (Surname) Christian Names .... Those belonging to Religious Orders include lay name

2. Name of certificate held .... Number of certificate ...... Year ....

3. Name of School .... (in full)

4. Address of School .... (Street) (City or Town)

5. Home Address .... (Street or Rural Route) (City or Town)

6. Number of years of teaching experience (as of June, 1967) ....

7. I intend to make application in April or May for the Elementary Science Summer Course at (a) Toronto ☐ or (b) Leamington ☐

8. I intend to apply for the five-day Field Studies Option at Albion Hills Conservation School and understand that the cost will be $45.00 for the board and lodgings.

   ______________________ Yes or No

9. I shall likely require transportation from Toronto ______________________ Yes or No

10. I prefer to go for the week beginning July 10 _____ July 17______ July 24 _____

____
Signature

Note (1) An application form for the Albion Hills part of the course will be sent to your home address later. It will contain instructions regarding the payment of the $45.00 for room and board.

(2) Instructions regarding the best routes to the school will be given during the first week of the course in Toronto or Leamington.

(3) If you intend to travel to the Albion Hills School with other teachers, please list their names and addresses below so that all will be assigned for the same week, if possible.

(4) The above is NOT an application for the course. (See letter.)

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Exam. 11

Memorandum to Directors and Superintendents
School Inspectors
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

Re Grade 13 Departmental Examination Time-Table, 1967

The time-table for the Grade 13 Departmental examinations of June, 1967, is set out on the back of this memorandum. At a later date copies of the time-table in its usual printed form will be mailed to all principals along with copies of the regulation governing the examinations (Exam. Instructions No.5). It is expected that the application forms and time-tables for the candidates themselves will be mailed to the principals early in March.

Since the Jewish festival of Shavuoth falls on June 14 and 15, no examinations are scheduled for those days.

G. L. Duffin
Assistant Deputy Minister.

TORONTO 12, January 3, 1967.

GRADE 13 TIME-TABLE

1967

Date	Hour of Examination	Grade 13
Monday 5th June	a.m. 9.00 - 12.00 p.m. 1.30 - 3.30	English Secretarial Practice
Tuesday 6th June	a.m. 9.00 - 11.00 p.m. 1.30 - 3.30	Biology Art
Wednesday 7th June	a.m. 9.00 - 12.00 p.m. 1.30 - 3.30	Introduction to Analysis (Mathematics A) Accountancy Practice
Thursday 8th June	a.m. 9.00 - 11.00 p.m. 1.30 - 3.30	Geography Physics
Friday 9th June	a.m. 9.00 - 12.00 p.m. 1.30 - 3.30	French Mathematics of Investment
Monday 12th June	a.m. 9.00 - 12.00 p.m. 1.30 - 3.30	Algebra (Mathematics B) Music
Tuesday 13th June	a.m. 9.00 - 11.00 p.m. 1.30 - 3.30	History Chemistry
Wednesday 14th June	No examinations No examinations	
Thursday 15th June	No examinations No examinations	
Friday 16th June	a.m. 9.00 - 12.00 p.m. 1.30 - 4.30	Latin Problems
Monday 19th June	a.m. 9.00 - 12.00 p.m. 1.30 - 4.30	Français Greek
Tuesday 20th June	a.m. 9.00 - 12.00 p.m. 1.30 - 3.30	German Algebra (old)
Wednesday 21st June	a.m. 9.00 - 12.00 p.m. 1.30 - 3.30	Spanish Geometry
Thursday 22nd June	a.m. 9.00 - 12.00 p.m. 1.30 - 3.30	Russian Trigonometry and Statics
Friday 23rd June	a.m. 9.00 - 12.00	Italian

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MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

Principals and boards are informed that the afternoon of Wednesday, January 11, 1967, the Anniversary of Sir John A. Macdonald's birthday, will be a school holiday.

Pupils are to be marked present or absent, as the case may be, for the forenoon of January 11 and to be given attendance credit for grant purposes for the afternoon by the use of the letter G.

G.L. Duffin
G. L. Duffin,
Assistant Deputy Minister.

January 6, 1967.

44 Eglinton Avenue West / Toronto 12, Ontario

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MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: 1. June Examinations, 1967, in Grades 9 - 12
2. Early release of Occupational Class pupils in final year
3. Marking of Attendance for June, 1967

1. June Examinations, 1967, in Grades 9 - 12

All pupils in Five-Year Programs or in the Continuing Program in Grade 12 will be required to write final examinations in the subjects of Grade 12, and all pupils in the Five-Year Programs or in the Continuing Program in Grade 11 will be required to write final examinations in each subject of Grade 11 which is used to obtain part of a mark submitted on Form 360A for purposes of the Secondary School Graduation Diploma (i.e., history, geography, science).

As indicated in Memorandum 1966-67:4, a Grade 12 Departmental Examination will be conducted in Mathematics for all candidates of Five-Year and Continuing Programs who seek credit in the subject for the Secondary School Graduation Diploma.

Grade 12 Departmental Examinations will be written by pupils of the Four-Year Program of the Science, Technology and Trades Branch in the following Technical subjects: Applied Electricity; Applied Electronics; Combined Applied Electricity and Applied Electronics; Drafting-Mechanical; Industrial Chemistry; Refrigeration, Air Conditioning and Heating.

For a technical subject not listed, a final examination should be prepared by the teacher concerned. The school will consider both the examination mark and the pupil's term work in calculating a final mark in this subject.

The dates of Grade 12 Departmental Examinations for 1967 are:

Monday	June 5	p.m.	1.30 - 3.30	Mathematics
Wednesday	June 7	p.m.	1.30 - 3.30	Technical subjects

The other examinations of Grades 9 - 12 set by teachers may be written on or after June 5. Principals are urged to arrange the timetable for these examinations as late in the month of June as possible consistent with the provision of adequate time for the marking of papers and for promotion meetings.

NON-CIRCULATING

(over)

2. Early release of Occupational Class pupils in final year

Pupils enrolled in the final year of courses in an Occupational Class or in a Special Vocational School who, in the opinion of the principal and staff, have completed their courses for the Certificate of Training with good standing, may be given exemption from the final examinations and may leave school to take employment at any time after Easter provided that they have firm offers of employment and proceed to accept the offers.

3. Marking of Attendance for June, 1967.

Section 5 (d) of The Department of Education Act reads as follows: "For the purpose of calculating legislative grants, the Minister may add to the actual aggregate attendance of a school the number of days attendance lost by pupils who were absent from school when their regular classroom work was discontinued because of the holding of examinations that they were not required to write."

In order to ensure uniformity of procedure, and to enable Boards to receive the full grant to which they are entitled under the above-mentioned section, all those concerned are directed to conform to the plan outlined below.

Only those pupils who are in actual daily attendance up to but not including the following dates for each grade shall be marked present in the Daily Register of Attendance:

Grade 13 - May 29
Grades 11 and 12 - June 5
Grades 9 and 10 - June 5

Commencing with the dates given above and throughout the interval up to and including June 29, the day of school closing in 1967, for pupils in any secondary school grade, including those in Grades 9 and 10 in an elementary school, who write examinations, or who are exempted from writing by reason of superior standing during the school year in Grades 9, 10, 11, or 12, the letter "G" shall be entered in the Daily Register of Attendance for each school day. The same procedure should be followed for any Grade 12 or 13 student who is recommended by the principal for enrolment in the spring or summer semester of a post-secondary institution. These students will not be eligible for Honour or Secondary School Graduation Diplomas. They may, however, receive a certificate of standing and a copy of the recommendations for advanced enrolment as supplied by the school principal. In addition, the post-secondary institution may issue a certificate at the time of registration indicating that the student has been accepted for admission.

These provisions will not apply to pupils of Occupational Classes or Special Vocational Schools who have finished their courses and have taken employment after Easter under Section 2 above. They are to be recorded as "present" and, although regularly employed, will be deemed to be on co-operative work experience up to and including June 29. A notation of "work experience" should be made under "Explanatory Notes" opposite the names of the pupils concerned in the Daily Register of Attendance.

G.L. Duffin

G. L. Duffin,
Assistant Deputy Minister.

January 23, 1967.

44 Eglinton Avenue West / Toronto 12, Ontario

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Exam. 13

MEMORANDUM TO: Directors and Superintendents
School Inspectors
Principals of Secondary Schools
Principals of Inspected Private Schools
Secretaries of Secondary School Boards

RE: Teacher's Mark for Grade 13 Subjects in 1967

1. In 1967, 35% of the final Departmental standing will be based on the teacher's mark and 65% will be based on the examination written in June.

2. The principal is required to submit a teacher's mark in the subject concerned for each candidate who is enrolled in the day or evening classes of a secondary school or an inspected private school after January 31, 1967.

   Similarly, the Administrator of Departmental Correspondence Courses is required to submit a teacher's mark for each candidate who is enrolled in the Departmental Correspondence Courses, in the subject concerned, after January 31, 1967.

3. The Teacher's Mark

   (a) A teacher's mark will be required in all subjects except Problems.

   (b) The teacher's mark in each case will be submitted to the Department upon the basis of 100 marks. The necessary adjustment to 35% will be made at the Department.

   (c) The teacher's mark will be CONFIDENTIAL. It must not be released by the principal and teacher for any purpose whatever, except for submission to the Department. The teacher's mark will also be considered confidential by the Department.

   (d) Specific suggestions have already been sent to teachers and principals regarding the assignment of the teacher's mark in English, Français, French, and History.

   (e) The following suggestions are offered for the guidance of principals and teachers in assigning the teacher's mark in all other subjects.

      (i) The teacher's mark in 1967 is intended to reflect the candidate's general proficiency, including the results of laboratory, library, research, and other independent work done as part of his "study in depth", as well as the results of the school examinations.

(ii) The teacher's mark will not be the average of the marks obtained by the candidate on the Christmas and Easter examinations.

4. Bona-Fide Private-Study Candidates

(a) For the purposes of the teacher's mark in 1967, a bona-fide private-study candidate is a candidate who was not,

(i) enrolled in the day or evening classes of a secondar school or an inspected private school in the subject concerned after January 31, 1967, or

(ii) enrolled in the Departmental Correspondence Courses in the subject concerned after January 31, 1967.

(b) A bona-fide private-study candidate as defined above shall have his Grade 13 Departmental standing based entirely upon the Departmental examination written in June, on the basis of 100 marks, with the exception of Art, for which a portfolio is to be submitted. This special provision for a bona-fide private-study candidate is necessary, since he cannot obtain a teacher's mark based upon his year's work.

(c) The purpose of the January 31 date is to ensure that students who are enrolled in classes for the greater part of the school year, at least until January 31, will be dealt with under a uniform plan which will guarantee that such enrolment is reflected to some extent in their final Grade 13 standing.

Where the student discontinues classes in a subject after January 31, the teacher's mark should be a projected mark which takes into account the effort and accomplishment, or lack of it, which could reasonably be expected from the student during the balance of the school year.

5. Where a school has more than one teacher of a particular Grade 13 subject, the principal and department head are expected to take the necessary steps to ensure uniformity of standards among these various teachers.

6. Procedure at the Department of Education

The Special Revising Board will be responsible for the supervision and direction of any steps which must be taken to ensure that realistic standards are set from school to school. This Board, which consists of twenty members, ten representing the Department and ten from the universities, reviews the marks of all candidates and makes any necessary adjustments to ensure equitable treatment for all candidates.

7. An important point to be kept in mind is that, except in the case of a bona-fide private-study candidate or a candidate who is eligible to be considered for aegrotat standing, the final mark for a candidate will not be determined until The Special Revising Board has reviewed and approved the result obtained from the combination of the 35% and the 65%.

This final mark will be the only mark released and will be the official mark for a candidate; consequently, it will be used for all Departmental purposes.

8. The mark to be used in cases of aegrotat standing

Where a candidate is unable to write one or more of the examinations in June because of illness or some other reason which, in the opinion of The Special Revising Board, entitles him to aegrotat standing, the teacher's mark will be used as the basis for aegrotat standing.

G.L. Duffin
Assistant Deputy Minister

April 7, 1967

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

SUBJECT: VISITS BY SCHOOL GROUPS TO EXPO '67 ON SPECIAL PLAN

The Minister of Education has approved a plan devised by the Expo'67 corporation management to offer "Education" passports to pupils across Canada who visit Expo '67 in supervised groups.

Passports will be available to school boards and educational institutions for pupils at elementary and secondary levels. Post-secondary institutions are not included in the plan.

If school boards place orders directly with Expo '67 to a minimum value of $1,000, the cost to each student will be approximately 72 cents per passport. Small group lots may be purchased by school organizations from commercial banks at a cost to each student of 75 cents. This is a considerable saving over the general daily admission price of $1.25 for children up to 13 years of age and $2.50 for persons 14 years and over.

Under the scheme each visiting group must be composed of a minimum of 30 pupils with a supervising adult for every 10 children. The supervisors will also qualify for the "Education" passports. Visits by school groups are scheduled to take place Mondays to Fridays from May 1 to June 16, and September 11 to October 20, official holidays excepted.

School boards may consider the visit to Expo '67 as a field trip and may claim attendance of pupils for grant purposes by having the daily register of attendance marked with the letter "G" for participating pupils, provided that the trip is school-board sponsored and is supervised by staff provided by the board. No part of the transportation costs is to be included in expenditures recognized for legislative grants. All arrangements for insurance, parent consent and supervision are the responsibility of the board.

For administrative reasons, all passport orders must be placed before March 1, 1967. "Education" passports will not be on sale at the gates of the exhibition. Officials should contact Mr. J.C. DeBeaujeu, Expo '67, Harbour City, Montreal.

G L Duffin

G. L. Duffin,
Assistant Deputy Minister

January 16, 1967.

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MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: TEACHERS' RESOURCE GUIDE ON SMOKING AND HEALTH

The Department of National Health and Welfare, Ottawa, has made available to the Ontario Departments of Education and Health a prepared "Resource Guide on Smoking and Health". The purpose of the Guide is to acquaint teachers with the subject matter, and to assist them in planning accurate presentations on the effect of cigarette smoking. A listing of available films, film strips and printed material is included.

These Guides will be forwarded in the near future on the basis of two to each school. Additional copies will be distributed to teachers on request, as long as the present limited supplies are available.

It is hoped that teachers will find the information of value in presenting the hazards of smoking to the pupils under their charge.

G.L. Duffin
G. L. Duffin,
Assistant Deputy Minister.

January 16, 1967.

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MEMORANDUM TO: Directors and Superintendents
School Inspectors
Principals of Secondary Schools
Department Officials
Principals of Inspected Private Schools
Secretaries of School Boards
Teachers' College Principals

RE: DEPARTMENTAL SUMMER COURSES, 1967

1. You are asked to bring this information to the attention of teachers.

2. If the number of duly qualified teachers who apply for admission is sufficient, the following courses will be offered from July 3 to August 4, inclusive, (except where otherwise indicated).

Art: Elementary, Intermediate, Supervisor's, Specialist: at Toronto
    Elementary, Intermediate Part I: at Barrie, Chatham and Cornwall
Audio-Visual Methods: at Belleville, Pembroke, Sault Ste.Marie and Toronto
Auxiliary Education: (See Special Education)
Elementary School Principals': at Kingston, London and Waterloo (July 2 to July 28)
Elementary School Teacher-Librarians, Parts I and II: at Toronto
    Part I: at Ottawa
Elementary Science (Grades 1 to 6): at Leamington and Toronto
French Conversation: Intensive Summer Course: at Elliot Lake (July 2 to August 12)
Guidance: Elementary, Intermediate, Specialist: at London and Toronto
    Elementary: at Kingston and Timmins
Industrial Arts: Elementary, Parts I and II, and Supervisor's, Parts I and II: at Toronto
Intermediate Division Geography and History (Grades 7 and 8): at Peterborough
Junior Education (Grades 4, 5 and 6): at Huntsville and Stratford
Language Arts: at Toronto
Mathematics: Elementary (Grades 1 to 6): at Alvinston, Dryden, Lindsay, London New Liskeard, St. Catharines, Smiths Falls, Toronto and Wingham
    Intermediate Division (Grades 7 and 8): at Toronto
    Intermediate Division (Grades 9 and 10): (see short courses below)
    Grade 13: (see short courses below)
Music: Vocal (for Elementary Schools) Elementary Type B, Intermediate Type B, Supervisor's: at Toronto
    Vocal (for Secondary Schools) Intermediate Type A, Parts I and II, and Specialist: at Toronto
    Instrumental (for Elementary Schools) Elementary Type B, Intermediate Type B, Supervisor's: at Toronto
    Instrumental (for Secondary Schools) Intermediate Type A, Parts I and II, and Specialist: at Toronto
Physical and Health Education:
    Type B, Combined courses for men and women, Elementary, Intermediate Parts I and II, and Supervisor's (Units 1, 2, 3 and 4): at Hamilton
    Elementary, Intermediate Parts I and II (Units 1, 2 and 3): at Guelph and Toronto
    Elementary, Intermediate Part I (Units 1 - 2 only): at Prescott
N.B. - Intermediate Part II may be taken at Prescott if Unit 3 has been taken previously.

Primary Education, Supervisor's: at Toronto
Primary Methods: Parts I and II: at Hamilton, the Lakehead, North Bay, Ottawa, Toronto and Windsor
Secondary School Principals': Part I: at Kingston, London and Waterloo (July 2 to July 28)
Part II: at London (July 2 to July 28)
Special Education: Elementary, Intermediate, Specialist, Course in Special Education for Teachers of Practical Subjects: at Toronto
Elementary: at Sarnia and Sudbury
Teaching English as a Second Language: at Hamilton and Toronto
Teaching the Deaf: at Belleville
Teaching Trainable Retarded Children: at Orillia
The Teaching of French to English-speaking Pupils in Elementary Schools: at Toronto
Special Course : at Toronto

Short Courses

Art Refresher: at Toronto
Business and Commercial Subjects: at Kingston, Sudbury and Toronto (August 28 to September 1)
Heads of Departments Seminar (Secondary Schools): at London (August 21 to August 25)
Mathematics: Intermediate Division (Grades 9 and 10): at Toronto (July 3 to July 21)
Grade 13: at Ottawa, Sudbury and Windsor (August 14 to August 25)
Music (Vocal and Instrumental) Refresher: at Toronto
New Techniques in the Teaching of Modern Languages: at Waterloo (August 14 to August 18)

3. Fees

(a) The fee for each five-week Departmental Summer Course is $35. The fee for a course lasting three weeks is $21; for a two-week course it is $14; and for a one-week refresher course it is $7. The fee for the combined Vocal and Instrumental Music Course is $50. The fee for the Elementary School Principals' Course and for the Secondary School Principals' Course is $50. The fee for the Heads of Departments Seminar is $15.

(b) A late fee of $15.00 will be charged on each application delivered personally to the Department of Education after May 26 or mailed to the Department in an envelope bearing a postmark after May 26. No assurance can be given that applications received after May 26 will be considered.

4. Fee to Accompany Application

A money order or certified cheque for the required fee, payable to the Treasurer of Ontario, must accompany each application.

5. Prospective applicants are asked to refrain from making routine inquiries about the courses until they have received and studied the General Announcement of Summer Courses which, along with application forms, will be mailed to all schools about April 1.

6. Please note that four new courses are being introduced in 1967 - Elementary Science (Grades 1-6), Intermediate Division Geography and History (Grades 7 & 8), Business and Commercial Subjects and New Techniques in the Teaching of Modern Languages.

G.L. Duffin
Assistant Deputy Minister.

44 Eglinton Avenue West / Toronto 12, Ontario

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ONTARIO DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
School Inspectors
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

Re Curriculum S-17E, Grade 13 Chemistry

The enclosed course of study, Curriculum S-17E, Grade 13 Chemistry, will be introduced in September, 1968.

This curriculum is based upon the chemistry course prepared by the Chemical Education Material Study group under a grant from the National Science Foundation.

It is expected that there will be more than one suitable textbook and laboratory manual available for this course when it is introduced in 1968.

G L Duffin
Assistant Deputy Minister

January 18, 1967

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MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS

RE: Survey of Secondary School Libraries in Ontario

The Department of Education is again co-operating with the Dominion Bureau of Statistics in a survey of secondary school libraries in Ontario.

Blue forms are being sent to all secondary school principals who are requested to fill them in with the co-operation of their librarians and to send the completed forms within five days of receipt to the secretaries of their school boards.

White forms are being sent to all secretaries of secondary school boards. Secretaries are requested to compile the information from the blue forms and enter the totals on the white form supplied.

All completed blue forms are to be returned with the white forms, as soon as possible, to the School Library Office, Curriculum Division, Ontario Department of Education, 44 Eglinton Avenue West, Toronto 12, Ontario.

The Department will keep the blue forms for central records and forward the white forms to the Dominion Bureau of Statistics.

G.L. Duffin
G. L. Duffin,
Assistant Deputy Minister.

February 28, 1967

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MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: INFORMATION CONCERNING APPLICANTS FOR SECONDARY SCHOOL TEACHING POSITIONS

The attention of secondary school principals and secretaries of secondary school boards is again directed to the procedure which should be observed in making enquiries about applicants for teaching positions.

General Comments

1. Information regarding teachers will be given to the officials of a board (Secretary, Superintendent, Assistant Superintendent, Inspector, or Principal) after the board has advertised a position.

2. Only the names of teachers who have applied and who are being considered for the position should be submitted for evaluation.

I Experienced Teachers

(a) Reports on applicants for secondary school teaching positions for next year will be given by the Supervision Division, Department of Education, from March 1 to 31, inclusive. Three lines will be available DURING THIS PERIOD ONLY on 365-2773 from 8.30 a.m. to 4.30 p.m., Monday to Friday. (For reports on applicants for principals' and vice-principals' positions see paragraph (c) (iii) below.)

(b) The school official making the call should give to the Departmental representative taking the call his name, position, school board, and should have the following information ready regarding the applicants:

(i) list of applicants arranged alphabetically by surname with the Christian name commonly used, as well as other initials, (Please check the spelling of names carefully - consulting SCHOOLS AND TEACHERS - PART II, OR WHO'S WHERE.)
(ii) in the case of a married woman, maiden name under which she taught,
(iii) name of school at which applicant is now employed or was last employed,
(iv) required subject area,
(v) teacher's Superannuation Identification Number in the case of a common surname.

(c) Separate lists should be presented for:

(i) teachers,
(ii) heads of departments,
(iii) principals, vice-principals. In addition to the information requested in paragraph (b)(i)(ii)(iii) and (v) above, it should be stated whether the applicant has principal's or vice-principal's certification. Reports on these applicants should be requested on 365-2637.

(over)

(d) In view of the fact that thousands of enquiries are received, only one call should be made regarding any list of applicants, and names of only the most suitable applicants should be submitted. Replies will ordinarily be limited to general comments. More detailed information may be given on applicants for the position of Principal, Vice-Principal, or Head of Department. If a report is not readily available, or if more details are required, the return contact will be made by collect telephone call, as soon as the information can be assembled.

(e) Representatives of the Supervision Division will be available by telephone at the above number on two Saturdays, March 4 and 11, 9.00 a.m. to 4.00 p.m.

(f) Principals are requested to ask their teachers who may be applying for other positions to use their Superannuation Identification Number on letters of application.

NOTE: On and after April 1, information concerning teachers will be available as usual by calling the new Teacher Reports number, 365-2773. (This will replace the number formerly used, 365-2774.)

II Teachers-in-Training

A. The Ontario College of Education, Toronto

Telephone enquiries concerning the work of teachers-in-training at the Ontario College of Education, Toronto, may be made on Friday, March 3, and Saturday, March 4 and again on Saturday, March 11 from 9.00 a.m. to 4.00 p.m. at these numbers:

(i)	High School Assistant's Course	- 928-3230
(ii)	Vocational Course	- 928-3233

Telephone enquiries may also be made at the above numbers during regular office hours from Monday to Friday, starting on Monday, March 6.

Arrangements for interviews at the College of Education with teachers-in-training may be made with the Dean's Secretary, Mrs. Vallance, (telephone 928-3223) for Friday, March 3 and Saturday, March 4 (from 9.00 a.m. to 4.00 p.m.) and during the week of March 6 daily from 3.00 p.m. to 5.00 p.m. and again on Saturday, March 11, from 9.00 a.m. to 4.00 p.m.

B. Althouse College of Education, London

Telephone enquiries concerning the work of teachers-in-training at the Althouse College of Education, London, may be made to Mr. W. G. Nediger, Associate Registrar on Friday, March 3 and Saturday, March 4 and again on Saturday, March 11, from 9.00 a.m. to 4.00 p.m. - telephone London, 434-8491, Extensions 9 or 15.

Telephone enquiries may also be made as above starting on Monday, March 6 during regular office hours from Monday to Friday each week.

Arrangements for interviews at the Althouse College in London with teachers-in-training may be made with Mr. W. G. Nediger for Friday, March 3, Saturday, March 4 and Saturday, March 11, from 9.00 a.m. to 4.00 p.m.

G.L. Duffin

G. L. Duffin,
Assistant Deputy Minister.

February 1, 1967.

44 Eglinton Avenue West / Toronto 12, Ontario

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14

MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF PRIVATE SECONDARY SCHOOLS

RE: FORMS TO BE SUBMITTED IN APPLYING FOR SECONDARY SCHOOL TEACHING POSITIONS BY APPLICANTS WHO EXPECT TO QUALIFY FOR TEACHING CERTIFICATES AFTER ATTENDING A FIRST SUMMER COURSE AT A COLLEGE OF EDUCATION (CIRCULAR 43, SECTION E5)

APPLICANTS FOR TEACHING POSITIONS WILL SEND:

1. To the Registrar of the College of Education which the candidate will attend

   The proper "Provisional Application" form for attendance at a College of Education.

   a) The white form will be submitted by candidates who will attend the Initial Course leading eventually to an Interim High School Assistant's Certificate, Type B.

   b) The yellow form will be submitted by candidates who will attend the Special Course for Vocational Teachers of Commercial Subjects (VC2 and VC3).

   c) The green "Statement of Provisional Acceptance" will be submitted by candidates who will attend Vocational, Occupational or Industrial Arts courses, and

   d) The pink form will be submitted by candidates who will attend the Special Course for Teachers of Girls' Physical and Health Education.

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2. To the Secretary of the Board

   a) A "Statement of Applicant" (white form), with the appropriate section completed.

   b) The "Statement of Provisional Acceptance" received from the Col of Education which the candidate plans to attend, duly signed b the Registrar.

For further details of procedure, see Department of Education Circular Section E5.

G.L. Duffin

G.L. Duffin,
Assistant Deputy Minister.

February 6, 1967.

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE:
1. Teachers from the United Kingdom
2. School Attendance
3. School Radio Broadcasts
4. Addendum to Circular 43 (1967-68)

1. Teachers from the United Kingdom

Subsequent to a note in Memorandum 1966-67:49 on the topic of teachers emigrating to Canada from the United Kingdom, we have learned that Mr. A. S. Clark, Director of Immigration Branch of the Department of Economics and Development, 950 Yonge Street, Toronto, is handling requests from Ontario school boards on behalf of Ontario House in London, England. Secretaries may write, or telephone to him in Toronto at 365-5331.

2. School Attendance

The regular attendance of pupils at school is important and the requirement in this regard is stated in Section 40 (1)(a) of Regulation 339/66, Elementary and Secondary Schools - General: "A pupil shall attend classes punctually and regularly."

Provision is made for a pupil to retire temporarily from school at the request of his parent and with the consent of the principal. It is expected that during Centennial Year the various celebrations and activities will prompt a greater exercise of this privilege than has been the case in other years. Principals are asked to keep in mind that justifiable use of the privilege may be interpreted with some degree of latitude during Centennial Year.

Pupils who are absent from school on this basis are, of course, to be marked absent and held responsible for acquainting themselves with any work presented during their temporary absence of a day or so.

(over)

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3. School Radio Broadcasts

The following information was omitted from the publication "Curriculum and the Centennial" which was recently distributed to all schools.

Please consult the Manual of School Radio Broadcasts for details.

Title	Dates	Time
Current Events (6-8)	Jan. 5 - May 11	2:03-2:15
Science and Geography (7-8)	Jan. 9 - Mar. 13	2:03-2:15
Current Events (4-5)	Jan. 19, Feb. 16, Mar. 16, Apr. 20	2:15-2:30
Behind the News (6-8)	Jan. 20 - Feb. 24, Apr. 20 - May 12	2:03-2:10
Story of Confederation (7-8)	Jan. 20 - Feb. 24	2:10-2:30
History (7-8)	Mar. 1 - Apr. 12	2:03-2:30

4. Addendum to Circular 43 (1967-68)

Addendum to Circular 43 (1967-68) - Section F "Courses Leading to Teaching Certificates Valid in Ontario Secondary Schools" - Subsection 10 (c)(iii):
Type A in Geology and in Geography and Geology will be offered at the College of Education in Toronto only.

This fact should be added to each reference copy of Circular 43.

G. L. Duffin

G. L. Duffin,
Assistant Deputy Minister.

February 8, 1967.

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MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE:
1. Memorandum 1966-67:61
2. French Texts in Mathematics in Elementary Schools
3. Notice to Secondary School Principals Concerning Possible Conflicts in Examination Timetables of June 5
4. Type A Certificate in English and Drama to be Listed in the Next Reprinting of Circular 649
5. Miscellaneous Brochures or Booklets for Pupils
6. Booklet FIRE! EVACUATION PROCEDURE FOR SCHOOLS to be Distributed to Elementary and Secondary Schools
7. Canada's 23rd Annual NATIONAL HEALTH WEEK - March 12-18, 1967.

1. Memorandum 1966-67:61

Memorandum 1966-67:61 was not sent to secondary schools since it pertained only to the announcement to elementary school personnel regarding an Elementary Science Summer Course (Grades 1-6).

2. French Texts in Mathematics in Elementary Schools

In answer to inquiries, principals and boards of elementary schools concerned are hereby informed that the following French texts in mathematics listed in Circular 14, 1967, are eligible for legislative grant purposes for 1966 also, if they were purchased for that year: (This is in accordance with Curriculum 46, Programme d'Etudes Classes de Langue française.)

Séguin et al: L'univers des nombres 3, 4, 5, 6 -
Holt, Rinehart, and Winston

3. Notice to Secondary School Principals Concerning Possible Conflicts In Examination Timetables of June 5

In any school where there is a conflict on June 5 between the Grade 12 Departmental Examination in Mathematics and the Grade 13 Departmental Examination in Secretarial Practice, the Principal of the school should submit the name (or names) concerned to the Registrar and request further direction.

(over)

4. Type A Certificate in English and Drama to be Listed in the Next Reprinting of Circular 649

When Circular 649 is reprinted, the following pattern for Type A Certification will be included:

English and Drama

Total credits - at least 60.
At least 42 credits in English and Drama, with not fewer than 24 credits in English and not fewer than 15 credits in Drama. Related laboratory workshops are essential.

5. Miscellaneous Brochures or Booklets for Pupils

Principals and board secretaries from time to time receive brochures or booklets for distribution to pupils. Unless these publications are officially approved by departments of government or the school board, they should not be issued to school staff or pupils. Ordinarily, Departmental approval is given only when such material contains no commercial advertising. Such approved material is usually mentioned in a numbered Departmental memorandum to schools.

6. Booklet FIRE! EVACUATION PROCEDURE FOR SCHOOLS to be distributed to Elementary and Secondary Schools

This booklet, originally entitled GET THEM OUT SAFELY has been revised in accordance with Ontario Regulation 339/66 and is produced by the office of the Fire Marshal in co-operation with The Department of Education. It is written primarily for principals and will be distributed to elementary and secondary schools in the near future.

7. Canada's 23rd Annual NATIONAL HEALTH WEEK - March 12-18, 1967

Canada's NATIONAL HEALTH WEEK sponsored by the Health League of Canada is being held for the 23rd consecutive year from March 12-18. As the Health League suggests, NATIONAL HEALTH WEEK is the ideal time to focus the attention of the school on health and its relation to success in teaching and learning. The theme for NATIONAL HEALTH WEEK in 1967 is "Partners in Health". One of the releases issued by the Health League accompanies this Memorandum for the attention of principals and teachers.

G.L. Duffin
G. L. Duffin,
Assistant Deputy Minister.

February 15, 1967.

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MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: 1. Grade 13 Oral Test in Grade 13 French (Ref. Memorandum 1966-67:38, Exam. 5, Item A4)
2. School Group Visits to Upper Canada Village
3. Information on Rabies
4. Canadian Education Index
5. Children's Recreational Reading Council "101 Best Books for Children" - Centennial Issue

1. Grade 13 Oral Test in Grade 13 French (Ref. Memorandum 1966-67:38, Exam. 5, Item A4)

The names of the three qualified examiners of oral proficiency at the Grade 13 level of French, who may be engaged in case of local emergency are as follows:

Mrs. Lois Richards, 10 The Outlook, Islington, Ontario, Phone: 621-7665
Mrs. Maureen Moorfield, 40 Dukinfield Crescent, Don Mills, Ontario, Phone: 447-4679
Mrs. Kay Burbidge, 45 Holden Avenue, Simcoe, Ontario, Phone: 426-1512

2. School Group Visits to Upper Canada Village

The St. Lawrence Parks Commission has advised the Department that it is particularly interested in organized school groups obtaining the maximum possible educational benefits from a visit to Upper Canada Village. In view of its experience since 1961 with an average of over 25,000 pupils per season, the Commission has advised the Department that school groups arriving at the Village with adequate supervision and with sufficient preparation gain the most from the visit.

During 1967, school group visits to Upper Canada Village may be arranged on regular school days for the periods May 13 to June 29, and from September 5 to October 15. All group visits must be arranged with the Public Relations Officer, The St. Lawrence Parks Commission, P.O. Box 550, Morrisburg, at least three weeks in advance of the date of the proposed visit. At least three alternate dates should be indicated as well as the name and address of the school, the total number in the group, the time of arrival, and the name of the person in charge. If eating facilities are desired, this fact should be stated in the application.

(over)

A teacher or supervisor for each ten students will be required, and some school study of Upper Canada Village prior to the visit will be found to be desirable if the maximum benefits of the trip are to be enjoyed. The Commission has printed information available and will forward it on request.

The conduct of the children is the full responsibility of the teachers or supervisors in charge. It is important that adequate supervision be maintained in order that all may benefit from this educational experience.

A minimum of two hours is required for a visit to the Village, with a period of four hours being preferable for more detailed study. It is strongly recommended that pupils from the Grade 7 level and above be given first consideration when a visit is planned. Several facilities for food are available.

3. Information on Rabies

Principals and teachers are advised that information on the subject of rabies may be obtained by teachers, but not by individual pupils, from the Director of Information, Ontario Department of Health, 67 College Street, Toronto.

4. Canadian Education Index

For the information of those who may not be acquainted with the Canadian Education Index, this publication is a comprehensive quarterly index to books, reports in both French and English, pamphlets and periodical articles on education which are published in Canada.

The Index is prepared cooperatively by the Canadian Council for Research in Education and the following libraries: Association of Universities and Colleges of Canada; Canadian Association for Adult Education; Canadian Education Association; Commission des écoles catholique de Montréal; Lakeshore Teachers' College; Ontario Institute for Studies in Education; Toronto Teachers' College; University of Alberta; University of British Columbia; Université de Montréal; Université de Sherbrooke; University of Toronto, College of Education; Canadian Teachers' Federation, Institut Canadien d'Education des Adultes.

For subscriptions write to CANADIAN COUNCIL FOR RESEARCH IN EDUCATION, 265 Elgin Street, Ottawa 4, Canada: Institutions and Associations, $20.00 with additional subscriptions, $5.00 each; individual subscriptions, $10.00 single issues; $5.00 (for these specify date of issue and year or volume and number of issue required.)

5. Children's Recreational Reading Council "101 Best Books for Children" - Centennial Issue

The Centennial issue of the Council's annual book list will be available shortly. For 1967 this publication will be in colour, with an appropriate cover, and with a special supplement of Canadian books.

A sample distribution will be made to all inspectors, who are asked to bring it to the attention of their teachers, and to parents whenever possible.

Inquiries relating to the Children's Recreational Reading Council and to the book list should be addressed to the Secretary, Mr. B. L. Davidge, Scarborough Board of Education, 2472 Eglinton Avenue East, Scarborough, Ontario. Mr. Davidge is the representative of the Ontario School Inspectors' Association on the Council.

G. L. Duffin

G. L. Duffin,
Assistant Deputy Minister.

February 27, 1967.

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MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: PROCEDURE FOR ADMITTING APPLICANTS TO A FIRST SUMMER COURSE LEADING TO A BASIC SECONDARY SCHOOL TEACHING CERTIFICATE.

Boards engaging persons eligible to attend a first summer course at a College of Education will be required to request from the Department a Letter of Approval for the applicant's employment valid until the results of the initial summer courses are released. Registrars of the Colleges of Education may not admit an applicant until a Letter of Approval has been issued on his behalf.

The following documents are to be submitted to the Registrar of the Department by the secretary of a board when applying for a Letter of Approval:

A copy of the teaching contract

Statement of Provisional Acceptance given to the applicant by a College of Education

Details of Employment form (Form 704)

Statement of Applicant

Copies of the forms may be obtained by writing to the Registrar, 44 Eglinton Avenue West, Toronto 12. All forms should be returned to the Department by June 1.

Form 700, Application for Permission to engage an Unqualified Teacher, should be used instead of the Details of Employment form when requesting permission to employ a candidate eligible for admission to the Special Course for Teachers of Girls' Physical and Health Education. Form 700 will also continue to be used in cases where boards are required to engage applicants who are not eligible to attend a first summer course.

The above procedure does not apply to an applicant under contract to teach in Grades 9-10 of an Ontario elementary school or in Grades 9-13 of an Ontario private school. This applicant shall submit before June 1, a copy of the contract with his application to the College of Education he will attend.

February 20, 1967

G.L. Duffin
G. L. Duffin,
Assistant Deputy Minister.

44 Eglinton Avenue West / Toronto 12, Ontario

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MEMORANDUM TO: Directors and Superintendents
School Inspectors
Principals of Elementary and Secondary Schools
Secretaries of School Boards
Principals of Inspected Private Schools

1. Deletions from the Course of Study for Introduction to Analysis and Algebra (S.12C)

Introduction to Analysis

For the school year 1967-68 and until further notice, the following topics in Curriculum S.12C may be omitted from the course:

Unit 5, topic 6
Unit 6, topic 7
Unit 7, topic 4
Unit 8

Algebra

For the school year 1967-68 and until further notice, the course will consist of:

Units 1, 2, 4, 5, 6 and at least two of
Units 3, 7, 8, 9.

2. Choice of Mathematics Courses in Grade 13

Attention is drawn to the following statement from the introduction to S.12C, Item 4: "Because of the nature of the subject matter, students requiring only one Mathematics course will take Mathematics A (Introduction to Analysis)."

3. Intermediate Division Mathematics

In September, 1966, Curriculum I.12A replaced the Grade 7 Mathematics course as outlined in Curriculum I:1. The replacements of the Grades 8, 9 and 10 courses will follow the following schedule:

1967-68	Grade 8	I.12B
1968-69	Grade 9	I.12C
1969-70	Grade 10	I.12D

(over)

4. Grade 13 Mathematics Summer Courses 1967

Attention is directed to the two-week non-credit summer course on topics from the Grade 13 Mathematics courses which will be held in August 1967.

This course is designed to assist the Grade 13 Mathematics teachers by providing time to delve into solutions of problems and to discuss teaching techniques.

The courses are being held in three centres from August 14 to August 25, inclusive.

The three centres are:

1. Laurentian University, Sudbury
2. Ottawa Teachers' College, Ottawa
3. Windsor Teachers' College, Windsor

For further information regarding this and other courses, reference should be made to the "Summer Courses 1967" bulletin in each school.

GL Duffin

G. L. Duffin,
Assistant Deputy Minister.

March 8, 1967.

44 Eglinton Avenue West / Toronto 12, Ontario

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: 1. Age Discrimination Act
2. Maintenance of General Equipment
3. Junior Science Lecture Series at Expo, Montreal, each Saturday from April 29 - October 28.

1. Age Discrimination Act

The Age Discrimination Act, 1966 came into force on July 1, 1966 and provided in Section 5 as follows:

"No employer or person acting on behalf of an employer shall,

(a) refuse to employ or to continue to employ any person or discriminate against any person with regard to employment or any condition of employment; or

(b) refuse promotion to an employed person, because of his age."

Section 1(a) states:

"(a) "age" means any age of forty years or more and less than sixty-five years."

It is suggested that each school board should be made aware of the provisions of The Age Discrimination Act, particularly as it may affect any by-law on its books regarding the retirement age of teachers.

2. Maintenance of General Equipment

It has been brought to the attention of the Department of Education that there are many instances where improper anchorage of gymnasium equipment is creating extremely hazardous conditions in schools.

It is recommended that school boards should bring to the attention of architects, engineers, and consultants the necessity for requiring proper anchorage of gymnasium equipment to structural framing in accordance with the recommendations of manufacturers and current safety practices.

(over)

It is also recommended that school boards arrange for frequent inspection by qualified persons of all such equipment, and that attention should be paid to items such as welding areas, loose nuts and bolts, and general deterioration of parts.

3. Junior Science Lecture Series at Expo, Montreal, each Saturday from April 29 - October 28

Information regarding a series of Junior Science Lectures at Expo, sponsored by the National Research Council and arranged and administered by the Chemical Institute of Canada, is being mailed to schools by the Institute. Principals and teachers are asked to call to the attention of all senior students the information concerning the time of these lectures at the Dupont Auditorium on the Expo grounds, the list of topics and lecturers, and other pertinent information included in the mailing to schools.

G.L. Duffin

G. L. Duffin,
Assistant Deputy Minister.

March 14. 1967.

44 Eglinton Avenue West / Toronto 12, Ontario

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE SUBMISSION OF PUPILS' SCORES AND MARKS ON STUDENT SUMMARY SHEET, 1967

In the near future a Student Summary Sheet, in duplicate, will be sent from The Ontario Institute for Studies in Education to each secondary school. The blank shaded columns which are applicable to the Grade 12 classes of the school are to be completed by June 30. The original is to be mailed by that date to the Superintendent, Supervision Division, Ontario Department of Education, 44 Eglinton Avenue West, Toronto 12. The carbon copy is to be retained in the school. The Summary Sheet will be checked in the Supervision Division during the week of July 3 and a recommendation will be made to the Registrar concerning the issue of Secondary School Graduation Diplomas (Ref: Circular H.S.1, 1966-67, pages 59-62). Any postponement in the mailing of the Summary Sheet, or failure to complete it properly, may delay the issue of Diplomas to the school.

Standing may be announced to candidates in the school at the end of June with the provision, "subject to the approval of the Department of Education". Such standing, however, is not official for purposes of admission to future courses until the Diplomas have been issued. All Grade 12 answer papers are to be retained in the school until the completion of the inspectors' visits in 1967-68.

The following comments are given to assist teachers and school officials in making the entries either in type or in ink.

1. Each teacher of Mathematics (Five-Year Programs) or Technical Subjects (Four-Year Program) in Grade 12 shall submit to the principal not later than June 1 a Term Mark for each pupil. In Technical Subjects separate Term Marks in theory and practical work may be preferred.

2. On the Summary Sheet, for pupils writing English in the Five-Year or Continuing Programs, the teacher will provide a final Teacher's Mark in English, having due regard to marks in all tests and examinations during the year, including the one set by the teacher in June, and considering also the Equivalent Percentage Mark obtained by the pupil on the ESUT achievement test. The final Teacher's Mark must be identical to that entered on Departmental Examination Form 360A or Form 360E.

(over)

3. In Mathematics, the Term Mark assigned by the teacher and the Departmental Examination Mark will be averaged to obtain the Final Mark. Where the principal and his staff, or part thereof, acting as a revising board, consider that the average so calculated is grossly unfair to the pupil, an adjusted Final Mark may be assigned, provided that an asterisk is entered after the mark. The Final Mark must be identical to that entered on Departmental Examination Form 360A or Form 360E.

4. In Technical Subjects, where only one Term Mark is recorded in a school for the major technical subject of Grade 12, it will be entered under Term Mark (Practical) and averaged with the Departmental Examination Mark to determine the Final Mark used on Form 360D. Where separate term marks in theory and practical work are recorded, they will be averaged and the result then averaged with the Departmental Examination Mark. Where the principal and his staff, or part thereof, acting as a revising board, consider that the average so calculated is grossly unfair to the pupil, an adjusted Final Mark may be assigned provided that an asterisk is entered after the mark.

5. Principals and teachers are urged to give every consideration possible to pupils who miss only one subject for a diploma by a few marks. A mark of 49 should not be submitted as a final mark; it should be raised to 50. We suggest that a mark of 50 be recognized as one obtained after special consideration by the principal and his staff acting as a revising board, and that for those pupils who obtain a mark of 50 without special consideration, the mark be raised to 51. In Grade 12 no final mark of 50 or higher should be entered on the Summary Sheet or any departmental form unless the pupil is being credited with pass standing in that subject on all records.

6. Evening-class candidates will not be required to write the Grade 12 Departmental Examinations; the principal may submit marks on the basis of tests and examinations set for these candidates. Private-study candidates seeking standing in Mathematics should write the Grade 12 Departmental Examination.

7. Where unusual situations prevail in a school and affect the standing of pupils, the principal may indicate these in a separate letter accompanying the Student Summary Sheet. Where only one or two pupils are affected, a marginal comment opposite the pupils' names on the Student Summary Sheet is usually appropriate. Comments on the Departmental Examinations in Mathematics and Technical Subjects, or the marking schemes, will be welcome, in order that procedures with respect to Departmental Examinations may be improved for 1967-68 and subsequent years.

G. L. Duffin

G. L. Duffin,
Assistant Deputy Minister.

March 17, 1967.

44 Eglinton Avenue West / Toronto 12, Ontario

ONTARIO DEPARTMENT OF EDUCATION

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1966-67:83
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MEMORANDUM TO: Directors and Superintendents
School Inspectors
Principals of Secondary Schools
Principals of Inspected Private Schools
Secretaries of Secondary School Boards

ONTARIO SCHOLARSHIP PROGRAM

1967

CONDITIONS OF AWARD

Principals are asked to bring to the attention of their teachers and students the following information concerning the Ontario Scholarship Program as announced by the Department of University Affairs.

ACADEMIC REQUIREMENTS

1. A student who obtains an aggregate of at least 560 marks on Grade 13 Departmental papers having a value of seven credits will qualify for this award without application, provided that he obtains standing in 1967,

   (a) in either English or Français; and

   (b) in additional papers that have a value of at least five credits.

2. The following conditions will apply in the calculation of the total of the 560 marks required:

   (a) a candidate's mark in English or Français will be counted twice;

   (b) if a candidate obtains standing in papers that have a value of seven credits only, and if three of these credits are in Introduction to Analysis (Mathematics A) and Algebra (Mathematics B), the higher mark of the two will be counted twice;

   (c) a candidate who obtains standing in papers that have a value of more than seven credits may, where it is to his advantage, have his mark in a two-credit paper, namely a language other than English or Français, Introduction to Analysis (Mathematics A) or Algebra (Mathematics B),

      (i) not counted,

      (ii) counted once, or

      (iii) counted twice;

(d) a maximum of three credits in Mathematics for any combination of Introduction to Analysis (Mathematics A), Algebra (Mathematics B), Algebra or Mathematics of Investment, Geometry, and Trigonometry and Statics may be counted;

(e) a maximum of two credits for any combination of Biology, Botany, and Zoology may be counted;

(f) a candidate who is enrolled in his first year in Grade 13 may count a maximum of two Grade 13 credits which he obtained while he was enrolled in Grade 11 and/or Grade 12;

(g) the mark in Problems will not be counted;

(h) standing in both French and Français will not be counted;

(i) a mark obtained at a Conservatory of Music in lieu of standing in Grade 13 Music will not be counted.

3. It is the responsibility of the candidate who wishes to qualify under clause (f) of section 2 to request his principal to forward this information on the form which will be provided to:

Student Awards Officer,
Department of University Affairs,
Suite 700,
481 University Ave.,
Toronto 2, Ontario.

4. It should be drawn to the attention of a candidate that, under the Regulation governing the Grade 13 Departmental Examinations, it is not possible to have a paper, in which at least 50 marks have been obtained, re-read, once the results have been issued. On request the Registrar of the Department of Education will make a careful mechanical check of all the papers of any candidate who obtains a total of at least 555 marks.

AWARDS

1. An Ontario Scholar will receive an Ontario Scholar's Diploma and, if eligible and subject to section 2 below, an award of $400.00.

2. Where an Ontario Scholar has applied for other awards dependent upon need, the value of his Ontario Scholarship shall be counted towards such need. Where need is not a factor, an Ontario Scholar who is awarded other scholarships, the value of which, together with the value of the Ontario Scholarship, totals more than $900.00 in the case of a student living at home, or $1,500.00 in the case of a student living away from home, will have the excess deducted from the value of the Ontario Scholarship. Any or all of the value of other scholarships awarded on the basis of Grade 13 standing cannot be deferred in order

that the greater value from the Ontario Scholarship may be obtained. The calculations shall be based on the published value of any other scholarship to be paid in the first year.

PAYMENT OF THE SCHOLARSHIP

The Diploma and/or the cheque will be sent late in the fall term to the principal of the school which the successful student attended in the 1966-67 school year.

G L Duffin
Assistant Deputy Minister

March 17, 1967

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: RELEASE OF GRADE 13 STUDENTS FOR THE SPRING SEMESTER AT THE UNIVERSITY OF GUELPH, 1967 AND SUBSEQUENT YEARS

The policy established for the release of Grade 13 Students in 1966 will be continued in 1967, except that the University of Guelph has announced that a student who has attained at least 64 per-cent term standing is eligible this year whereas last year the minimum percentage was second class honour standing.

For convenience, the original policy announced in Circulars 1965-66:27 and 1965-66:38 dated December 3, 1965 and December 17, 1965 is repeated in up-dated form as follows:

Grade 13 students who are accepted for enrolment at the University of Guelph for the Spring Semester of the trimester program in 1967 and subsequent years may be released from secondary school attendance one week prior to enrolment at Guelph, provided that the school principal makes a recommendation that the student concerned is likely to benefit from advanced enrolment in the University.

An amendment to school legislation has been made to provide for the Department of Education to pay the attendance grant to the school board concerned for the balance of the school year for each student enrolled at the University of Guelph under this program.

Grade 13 students who are accepted for the advanced university enrolment program will be exempt from writing the Grade 13 examinations and thus will not receive the traditional Secondary School Honour Graduation Diploma. They will, however, receive a copy of a certificate of standing and recommendation for advanced university enrolment, as supplied by the recommending school principal to the University. In addition, the University of Guelph will issue a Matriculation Certificate at the time of registration, indicating that the student has been accepted by the University.

Students who enroll under this plan will not be eligible for those scholarships and student-aid awards which are based on marks obtained on Grade 13 Departmental examinations in June, but they will be eligible for other forms of student aid.

A suggested wording of the secondary school's certificate of standing and recommendation for advanced university enrolment is given on the attached sheet. Principals will issue such a statement on school stationery, the original for the University of Guelph and a copy for the individual students.

Details of the University of Guelph's trimester plan are available from the Registrar of that institution.

J. R. McCarthy
. . . .
J. R. McCarthy
Deputy Minister of Education.

April 5, 1967.

CERTIFICATE OF STANDING
AND
RECOMMENDATION FOR ADVANCED UNIVERSITY ENROLMENT

This is to certify that ______________________________
name of student (surname preceding)

attended Grade 13 at ______________________________
name of school

until one week before the date of enrolment at the University of Guelph at which time this student was recommended for advanced enrolment in that University on the basis of a term standing of ------% and the recommendation of the Principal that he/she would benefit from such advanced standing.

Term standing by subject (September to Easter).

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______________________________ Principal

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: UPDATING COURSES IN BIOLOGY, CHEMISTRY, PHYSICS, AND AGRICULTURE

In January a questionnaire was distributed to all secondary schools and inspected private schools regarding possible locations and dates for updating non-credit courses for teachers of Grade 13 Biology, Chemistry and Physics. A summary of the courses to be offered by the Universities and the Ontario Secondary School Teachers' Federation, including one updating course for teachers of Grade 12 Chemistry, and one for teachers of Agriculture, is given below.

(1) Althouse College of Education, London

Biology Chemistry Physics

Althouse College of Education will offer the three courses in science during the period of July 24 - August 4. Application forms and information concerning fees or other details may be obtained from Mr. W. G. Nediger, Associate Registrar, Althouse College of Education, University of Western Ontario. London, and should be returned to the College as indicated on the form.

(2) Carleton University, Ottawa

Chemistry

An updating course in Chemistry will be offered at Carleton University, Ottawa, during the period of August 8 - 29. Application forms and information concerning fees or other details may be obtained from the Director of Extension, Carleton University, Ottawa, and should be returned to the University as indicated on the form.

(3) McMaster University, Hamilton

Biology

A three-week course will be offered at McMaster University, Hamilton, during the period of July 24 - August 11. For application forms and information concerning fees and other details write to Mr. Neil R. Carson, Department of Extension, McMaster University, Hamilton.

(over)

(4) Ontario Secondary School Teachers' Federation

(a) Biology
Physics

(b) Chemistry (Grade 12)
Agriculture

(a) Two-week courses will be offered in Toronto, beginning July 3, to teachers of Grade 12 Biology and Physics, and of Grade 12 Chemistry.

(b) An updating course in Agriculture for teachers of all grades will be sponsored by the O.S.S.T.F. and administered by the Ontario Agriculture Science Teachers' Association. This course will be held at the University of Guelph from July 24 - August 4.

Application forms and descriptive folders including information about fees for all four courses may be obtained from Miss Margaret L. Ferguson, Provincial Office, O.S.S.T.F., 1260 Bay Street, Toronto 5. Further information concerning details of the course to be offered in Agriculture can be obtained from Mr. I. G. Chandler, Orangeville District Secondary School, Orangeville, Ontario.

(5) University of Toronto, Toronto

Chemistry   Physics   Biology

Updating courses have been planned by the University of Toronto in the above-mentioned sciences during the July 4 - 22 period.

Application forms and information concerning fees or other details may be obtained from Mr. Gruetzner, Division of University Extension, University of Toronto, 84 Queen's Park Crescent, Toronto 5, Ontario.

(6) University of Waterloo, Waterloo

Chemistry

An updating course in Chemistry will be offered at the University of Waterloo during the period August 7 - 28. Application forms and information concerning fees or other details may be obtained from Mr. Beveridge, Director of Extension, University of Waterloo, Waterloo, Ontario, and should be returned as indicated on the form.

G.L. Duffin

G. L. Duffin,
Assistant Deputy Minister.

April 4, 1967.

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MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE:
1. Intensive French Conversation Summer Course, Elliot Lake, Ontario - July 2 - August 12. (Reference: Memorandum 1966-67:39.)
2. Extension of Jurisdiction of Ontario Basic Teaching Certificates (Elementary and Secondary) (Reference: Memorandum 1965-66:44.)
3. New Telephone Number Teacher Reports Office (Reference: Memorandum 1966-67:73.)
4. Booklet "Radiation and Man" to be distributed to secondary schools

1. Intensive French Conversation Summer Course, Elliot Lake, Ontario - July 2 - August 12. (Reference: Memorandum 1966-67:39.)

Principals are asked to inform qualified teachers of French who are interested in taking the Summer Course in conversational French at Elliot Lake this summer, that there are still vacancies for elementary and secondary school candidates. Candidates who are interested in attending and are prepared to register, if accepted, should write for a questionnaire form to:

Director of Teacher Education,
Ontario Department of Education,
44 Eglinton Avenue West,
Toronto 12, Ontario.

For further information concerning the course, please refer to the Departmental Memorandum 1966-67:39, dated October 31, 1966.

2. Extension of Jurisdiction of Ontario Basic Teaching Certificates (Elementary and Secondary) (Reference: Memorandum 1965-66:44.)

This memorandum is for the information of teachers who hold one of the following certificates:

- (a) a Permanent Vocational Certificate
- (b) a Permanent Commercial-Vocational Certificate
- (c) a Permanent Occupational Certificate (General Subjects) or (Practical Subjects)
- (d) a Permanent Intermediate (or a Specialist) Certificate in Industrial Arts

A teacher who holds one of the certificates listed above and who also holds a university degree acceptable to an Ontario College of Education may, on presentation of the certificate (or a photocopy of it), and on presentation of evidence of a contract to teach in a secondary school, be granted an Interim High School Assistant's Certificate, Type B.

(over)

3. New Telephone Number Teacher Reports Office (Reference: Memorandum 1966-67:73)

School officials are reminded that on and after April 1, information concerning teachers will be available as usual by calling the new Teacher Reports number, 365-2773. (This will replace the number formerly used, 365-2774.)

4. Booklet "Radiation and Man" to be distributed to secondary schools.

The Department of National Health and Welfare has made the booklet Radiation and Man available for distribution to secondary schools in sufficient quantity for each teacher of health in the schools. The principal is asked to give a copy of the booklet to each teacher of health on his staff and to inform teachers that additional copies are available from the Publications Department of the Department of Education.

G.L. Duffin

G. L. Duffin,
Assistant Deputy Minister.

April 11, 1967.

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
SECRETARIES OF ELEMENTARY AND SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS (WHERE ITEMS ARE APPLICABLE)

Re: Specifications for Television Receivers Eligible for Grants

1. Grants

Attention is drawn to section 32 of the Regulation General Legislative Grants 1967, wherein it is stated that a grant will be paid to both elementary and secondary school boards on the purchase of educational television receiving sets. This grant refers to receivers that meet the specifications set out by the Ontario Department of Education.

2. Specifications

A specification for a new television receiving set for classroom use based on EIA CRS-18, entitled "Specification for Classroom Monochrome Television Receivers - December 8, 1966" or "OET-101" has been developed by the Department of Education in cooperation with Electronic Industries Association of Canada. Copies of this specification may be obtained on request by writing to the Department of Education, Educational Television Branch, 1670 Bayview Avenue, Toronto 17, Ontario.

3. Receivers

This specification establishes the minimum requirements for a classroom television receiver which a set manufacturer should meet or exceed in order to make the set acceptable for school grant purposes. Some of the features of this set are as follows:

a. Inclusion of an adjustable visor on the top of the set.

b. A standardized antenna connector of the "G" series for MATV system, and with the transformer included as part of the set.

c. UHF channel selectability.

d. Separate video and audio inputs.

(over)

e. DC restoration of the picture tube.

f. A high quality audio system.

g. Power transformer.

h. Shielded antenna input.

i. Brighter picture.

j. Pre-set fine tuning.

k. Standardized connectors.

l. Auxiliary AC outlets.

4. a. All classroom monochrome television receivers purchased by Ontario elementary and secondary schools, to be eligible for grant after October 1, 1967 must also conform to specification OET-101.

   b. All classroom monochrome television receivers manufactured for sale to Ontario schools must conform to specification OET-101 after April 15, 1967.

5. For additional information or clarification regarding television sets or television in the school write to Mr. A. R. MacGregor at the above address.

G L Duffin

G. L. Duffin,
Assistant Deputy Minister.

April 24, 1967.

44 Eglinton Avenue West / Toronto 12, Ontario

ONTARIO DEPARTMENT OF EDUCATION

1966-67:88
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Exam. 14

MEMORANDUM TO: Directors and Superintendents
School Inspectors
Principals of Secondary Schools
Principals of Inspected Private Schools
Secretaries of Secondary School Boards

Re The 1967 Grade 13 Departmental Examinations in

1. Geography
2. History
3. Introduction to Analysis (Mathematics A) and Algebra (Mathematics B)

The Principal is asked to bring the following information to the attention of the teachers and students concerned.

1. Geography

Questions based on a topographic map and an air photograph which will be given to the candidates by the Presiding Officer will form part of the examination.

2. History

The following note will appear on the examination paper: "Specific marks for the organization and presentation of factual material will be given for EACH of the answers in Sections A and B. The answer in Section C will be marked on a subjective basis".

3. Introduction to Analysis (Mathematics A) and Algebra (Mathematics B)

Unless indicated otherwise in the directions for a question, there are no restrictions placed on the methods and solutions which may be used in answering these two June Departmental examination papers.

Any mathematically correct methods and solutions which meet the requirements of the questions will be accepted for full marks.

G. L. Duffin
Assistant Deputy Minister

April 12, 1967

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MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS
PRINCIPALS OF TEACHERS' COLLEGES
DEANS OF COLLEGES OF EDUCATION

RE: DEPARTMENT OF EDUCATION SUMMER COURSES IN 1967.

Monday, July 3, 1967, will be observed as Dominion Day in Canada.

Department of Education Summer Courses, originally planned to begin on Monday, July 3, will now begin on Tuesday, July 4. Regular five-week summer courses will end, as announced, on August 4, 1967.

Please make the above information available to teachers on your staff or, in the case of teacher-training institutions, to teachers-in-training.

G L Duffin

G. L. Duffin,
Assistant Deputy Minister.

April 17, 1967.

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED AND NON-INSPECTED PRIVATE SCHOOLS

RE: 1. Centennial Medallions
2. Group Visits to Upper Canada Village (Reference Memorandum 1966-67:78)

1. Centennial Medallions

Centennial Medallions are now being mailed to each elementary and secondary school in Ontario. The numbers used for distribution by the Department were obtained from the 1966-67 Principals' Statistical Reports.

Centennial Medallions are to be presented to all students enrolled in Kindergarten to Grade 13. Principals are requested to observe every precaution to prevent loss or theft since additional medallions are not available. Medallions are not being provided for school staff members.

In Project 67: Centennial News for Ontario Schools, Number 2, it was suggested that the Medallions be presented on May 19, 1967, to coincide with Commonwealth and Citizenship Day programs. A principal may select another appropriate date for the presentation ceremony in his school if he wishes to do so.

2. Group Visits to Upper Canada Village (Reference Memorandum 1966-67:78)

The Director of Public Relations for Upper Canada Village has asked that principals of schools be reminded that group visits to Upper Canada Village may be made only on school days during the stated periods, May 13 to June 29, and September 5 to October 15. Group visits may not be requested on Saturdays and Sundays.

G. L. Duffin
G. L. Duffin,
Assistant Deputy Minister.

April 19, 1967.

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MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: Grade 13 Home Economics

Circular H.S.1, Requirements for Diplomas, 1967-68 (page 27) lists Home Economics as one of the options for the Secondary School Honour Graduation Diploma. Grade 13 Home Economics will count as one credit for this Diploma and for admission to a Teachers' College and to any other institution for which the Department determines the requirements for admission. It is important, however, for any students enrolling in this course to know that each university determines its own admission requirements, and that, at this time, there is no guarantee from any university that Home Economics will be accepted as an admission credit to any course in September, 1968.

The first edition of the Grade 13 Home Economics course of study will be available in June for schools planning to introduce the course in September of 1967. In addition, a Curriculum Study Guide will be made available for each teacher involved in teaching the course during the coming school year. Principals of schools in which the course is being introduced this September are asked to submit the following statement of information by June 15, if possible, to the Superintendent of Curriculum, 44 Eglinton Avenue West, Toronto 12.

G L Duffin

G. L. Duffin,
Assistant Deputy Minister.

May 1, 1967.

……

Principal's Statement

Name of Board ....

Name of School ....

A Grade 13 Course in Home Economics will be offered in this school in 1967-68.

Number of teachers who will teach the course ....

Number of pupils expected to enroll in the course ....

Signature of Principal ....

44 Eglinton Avenue West / Toronto 12, Ontario

1966-67:92
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MEMORANDUM TO: Directors and Superintendents
School Inspectors
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

RE: Curriculum I.12D, Four-year Program (Grade 10 Mathematics)

(a) This document has recently been sent to the schools. It is for optional implementation in September, 1967. Present indications are that textbooks will not be available by that time, and it would seem advisable that this course not be introduced before September, 1968.

During the coming year, however, experienced teachers should feel free to experiment with some of the philosophy and/or topics of this course, if resource materials are available.

(b) The following errata should be noted:

Page 2, line 1 "a" should read "at"

Page 3, Unit 2, 3rd line of 6(ii)
Delete $\sqrt{2}$, now located between $\sqrt{8} = 2\sqrt{2}$ and $2\sqrt{3} = \sqrt{12}$

Page 4, Unit 3, 2nd line of 4
$y \geqq mx + b$ should read $y \leqq mx + b$

Page 10, line 17 $\frac{4}{5}$ should read $\frac{4}{3}$

Page 11, lines 6, 7 $x^m.x^n$ should read $x^m \cdot x^n$,
$x^n.y^n$ should read $x^n \cdot y^n$,

line 9 $\begin{matrix} \lceil \underline{x} \rceil^n \\ \lfloor y \rfloor \end{matrix}$ should read $\left(\frac{x}{y}\right)^n$

Page 12, line 3 The radical sign should extend to include the denominator.

Page 13, Topic 6, line 4 "entires" should read "entries".

G.L. Duffin

G. L. Duffin,
Assistant Deputy Minister.

May 2, 1967.

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY SCHOOLS
SECRETARIES OF ELEMENTARY SCHOOL BOARDS

Re: Interim Revision Science P1, J1 (Grades 1 to 6)

1. The Interim Revision Science Syllabus (Grades 1 to 6) is now being mailed to school officials and will be sent to all teachers in the near future. The booklet presents new approaches and new resources to enrich programs in current use pending the report of the Provincial Committee on Aims and Objectives. It should be noted that, like other interim courses, these are published for study, for discussion, and for optional implementation in part or as a whole.

2. Books and other source materials

Teachers using the revised syllabus or involved with in-service work will find the source materials listed in Appendix D of the booklet helpful. Some of the science books listed in The School Library Collection P2, J2, and in Circular 14 should be available for reference also.

3(a). Departmental Summer Courses

Courses in Elementary Science of the Primary and Junior Divisions leading to a certificate, as previously announced, will be held from July 4 to August 4, in Leamington and Toronto where the practical work, outdoor activities, and laboratory experience will be based on the Interim Revision. Teachers will be given the opportunity to observe science as a part of an ungraded primary program and to learn of the Nuffield Junior Science Project in the U.K., as well as work of the O.I.S.E. Science Group. No specialized background in science is needed in order to profit from the course.

3(b). Optional Week at the Albion Hills Conservation School

Teachers who register for the Elementary Science Course in Leamington or Toronto may elect to spend one of the five weeks at the residential school situated in the Albion Hills Conservation Area. Instruction in the modern techniques for nature study will be given by an expert staff from Ontario and England. Teachers who wish reservation forms for this week of field work should write to the Superintendent, Professional Development Division, 44 Eglinton Avenue West, Toronto 12, by June 10. The cost of food and accommodation is $45.00 and will be payable by certified cheque to the Metropolitan Toronto and Region Conservation Authority.

4. Inspectors and principals are requested to pass on to teachers the information in this memorandum.

G.L. Duffin
G. L. Duffin
Assistant Deputy Minister

May 8, 1967

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ONTARIO DEPARTMENT OF EDUCATION

Grade 12

Departmental Examinations - 1967

Time - Table

DATE	HOUR OF EXAMINATION	GRADE 12
MONDAY 5th JUNE	p.m. 1.30 — 3.30	MATHEMATICS
TUESDAY 6th JUNE	—	—
WEDNESDAY 7th JUNE	p.m. 1.30 — 3.30	TECHNICAL SUBJECTS

G.L. Duffin

G. L. Duffin
Assistant Deputy Minister.

May 15, 1967.

44 Eglinton Avenue West / Toronto 12, Ontario

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: 1. SUMMER SEMINAR IN ITALIAN

2. REVISED AND UPDATED EDITION OF A "SURVEY OF FURTHER EDUCATIONAL AND CAREER OPPORTUNITIES FOR GRADUATES OF THE FOUR-YEAR ARTS AND SCIENCE PROGRAM IN SECONDARY SCHOOLS"

Not in OISE library. May, 1967.

1. SUMMER SEMINAR IN ITALIAN

During the summer of 1967, a Seminar in Italian, leading to Type A certification in French and Italian or Italian and Latin, will be available at the College of Education, University of Toronto, beginning July 4 and ending August 11.

Applications and requests for further information should be addressed to Mrs. M. F. Hughson, The College of Education, 371 Bloor Street West, Toronto 5, Ontario.

2. REVISED AND UPDATED EDITION OF A "SURVEY OF FURTHER EDUCATIONAL AND CAREER OPPORTUNITIES FOR GRADUATES OF THE FOUR-YEAR ARTS AND SCIENCE PROGRAM IN SECONDARY SCHOOLS

This report by Mr. D. G. Fish updates his original study for the Metropolitan Toronto Educational Research Council completed in 1966. A survey of the destinations of 970 of the first graduates of the Four-Year Arts and Science Program is included.

Copies of the report are available to interested principals and Guidance counsellors from the Ontario Educational Research Council, 1260 Bay Street, Toronto 5, at a cost of $2 each.

G. L. Duffin per LMJ

G. L. Duffin,
Assistant Deputy Minister.

May 12, 1967.

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ONTARIO DEPARTMENT OF EDUCATION

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MEMORANDUM TO: Directors and Superintendents
School Inspectors
Principals of Secondary Schools
Secretaries of Secondary School Boards

Re: The Carter Scholarships, 1967

A copy of the announcement of the revised conditions of award for the Carter Scholarships will be found on the reverse side of this memorandum.

Principals are advised that seven Grade 13 Departmental examination credits shall be considered in a candidate's aggregate, not nine as announced previously.

G. L. Duffin
per L M J

G. L. Duffin
Assistant Deputy Minister

TORONTO, May 25, 1967.

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Exam. Circular No. 110

ONTARIO
DEPARTMENT OF EDUCATION

The Carter Scholarships

The Minister of Education desires to announce that under the Will of the late J. I. Carter, of Sarnia, provision has been made for continuing the award of three Scholarships in each of the twenty-five Counties named below on the results of the Annual Departmental Grade 13 examinations. The following are the conditions governing the award:

1. (a) Not more than seven Grade 13 Departmental Examination credits shall be considered in a candidate's aggregate. These shall include English (two credits) and two credits from Introduction to Analysis (Mathematics A), Algebra (Mathematics B), Algebra (old), Geometry, and Trigonometry and Statics. The Problems paper shall not be included. The candidate shall obtain at least seven credits in order to be considered for an award. Standing obtained in any language shall be considered as two credits.

(b) Marks obtained on failed papers shall not be considered.

(c) The candidate shall obtain Honours (60 per cent.) in at least two subjects.

(d) Only the Grade 13 papers written in the current year shall be considered.

2. The candidate, in the county in which he is a competitor, who obtains the highest aggregate shall be awarded the first Scholarship of $100.00; the one who ranks second shall be awarded the second Scholarship of $60.00; and the one who ranks third shall be awarded the third Scholarship of $40.00.

3. These three Scholarships shall be open for competition in each of the Counties named below by all the pupils of all the High Schools and Collegiate Institutes in that County, including those in cities and towns separated from the County but geographically within the limits of such County except as otherwise hereinafter provided in the case of the County of York and the City of Toronto.

4. No candidate shall be eligible to write for any of these Scholarships who has not attended one of the Collegiate Institutes or High Schools in said Counties for at least one year immediately prior to the examination.

5. No candidate who has been awarded one of these Scholarships shall be eligible to compete at any subsequent examination.

6. The awarding of the Scholarships shall be under the control of the Minister of Education and the awards made by him shall be final.

7. The Counties in which Scholarships are offered for competition are as follows: (1) Brant, (2) Bruce, (3) Elgin, (4) Essex, (5) Grey, (6) Haldimand, (7) Hastings, (8) Huron, (9) Kent, (10) Lambton, (11) Lanark, (12) Leeds and Grenville, (13) Middlesex, (14) Ontario, (15) Oxford, (16) Perth, (17) Renfrew, (18) Simcoe, (19) Waterloo, (20) the United Counties of Stormont, Dundas and Glengarry, (21) Welland, (22) Wellington, (23) Wentworth, (24) the County of York, exclusive of the City of Toronto, (25) the City of Toronto, which for this purpose shall be treated as a separate County.

NOTE: - 1. Forms will be sent to the Principals of the High Schools and Collegiate Institutes concerned on which they shall report, not later than the first day of the examination, the names of all the candidates in their schools who are eligible to compete for these Scholarships.

2. After the results of the examinations are known the Scholarships provided for herein will be awarded by the Minister, the result of the award will be made public, and the cheques for the amounts of the Scholarships will be sent to the successful competitors in care of their Principals.

3. For information concerning these Scholarships or the result of the award, candidates should apply to their Principals.

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY SCHOOLS
SECRETARIES OF ELEMENTARY SCHOOL BOARDS

RE: Special Course in the Teaching of French to English-speaking Pupils in Elementary Schools (Ref. Calendar of Summer Courses, Ontario Department of Education, 1967, Page 27).

The Special Course in the Teaching of French to English-speaking Pupils in Elementary Schools is being offered by the Ontario Department of Education at Glenview Senior Public School, 401 Rosewell Avenue, Toronto 12, from July 4 to August 4, 1967. Candidates who complete this course successfully will earn a Certificate for the Teaching of French to English-speaking Pupils in the Elementary Schools, valid to June 30, 1968, and renewable annually upon the recommendation of the inspector.

Since a contract to teach French is not a prerequisite for this course, it is expected that many of the candidates will be looking for teaching positions.

Inspectors or others interested in interviewing such candidates may contact Mr. N. Bennet-Alder at 365-5605 (or after July 4 at the Glenview School) to arrange for interviews.

G. L. Duffin per LmJ

G. L. Duffin,
Assistant Deputy Minister.

May 12, 1967.

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1966-67: 98
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DEPARTMENT OF EDUCATION

OFFICE OF THE
DEPUTY MINISTER

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: STUDENT ASSESSMENT IN GRADE 13, 1967-1968

Memorandum 1965-66:~~2~~8 68, dated March 22, 1966, announced that the Department would not set Grade 13 examinations in 1968. The increased flexibility and professional responsibility which will, as a consequence, be permitted the schools and teachers, has been the subject of thorough consultation with the Ontario Teachers' Federation, Ontario Secondary School Teachers' Federation, Ontario Secondary School Headmasters' Council and the Association of Secondary School Superintendents and Directors. These discussions have been most helpful in the development of the following policies, which will be effective during the school year 1967-1968.

Grade 13 Courses of Study

The Department will continue to publish Grade 13 courses of study but the principal in consultation with his professional staff may adapt the courses to better serve the needs of the students.

Consultative Services

The Department will co-operate with the teaching profession in extending consultative services, utilizing practicing teachers concerned with the Grade 13 program. They will work with departmental consultants to provide assistance on request to teachers with respect to course development and measurement of student progress. In this regard it is hoped that school boards will assist in providing the opportunity for experienced teachers and department heads to participate in such a program.

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Curriculum Development

The Program Branch of the Department of Education will work in close co-operation with the teaching profession in a continuing program of curriculum re-assessment and development at all levels including Grade 13.

Professional Assessment, Examinations, and Statements of Standing

Principals will be responsible for issuing a statement of Grade 13 standing to each student at the termination of the academic year. This will be based on the professional assessment by the school staff of a student's total performance during the year.

A portion of this assessment will normally be based on some type of formal examinations during the year. The purpose for discontinuing external departmental examinations will be defeated, however, if they are replaced by other types of uniform examinations. It is suggested that the teachers within a school who work with and know the students are best qualified to assess student performance. The setting and marking of examinations should therefore be undertaken by teachers responsible for the education of the students being assessed. This is an essential element of the responsibility of professional teachers. Teachers will have available to them, on request, assistance and information on a variety of methods for measuring student progress. This assistance will be provided through Department of Education publications and by professional consultants.

Appeals

No appeal by a candidate for the review of a mark will be entertained by the Department. Any appeal will be directed to the Principal of the school concerned.

Secondary School Honour Graduation Diploma

In 1968 the Department of Education will award Secondary School Honour Graduation Diplomas to students on the recommendation of the Principal. To qualify for a diploma it will be necessary for a student to have standing in at least seven Grade 13 credits.

Ontario Scholarships

Ontario Scholarships in the amount of $150.00 will be awarded to students with an average of 80% in seven credits required for the Honour Graduation Diploma.

Ontario Tests for Admission to College and University (OACU)

The general policy, in the construction of tests, will be to emphasize basic concepts, with the objective of permitting flexibility in local curriculum determination.

The Ontario Institute for Studies in Education will provide, early in 1968, the Ontario Scholastic Aptitude Test (OSAT) for students in Grade 13.

In April and May 1968 students will normally take one to three objective type tests corresponding to subjects being studied. The subjects for testing in 1968 will be, as for 1967, Mathematics, English, and Physics. Scores will be in standard scores and percentiles related to all Ontario students who take the tests.

Specific dates for OACU tests in February, April and May, 1968, will be announced at a later date.

J.R. McCarthy

J.R. McCarthy,
Deputy Minister of Education.

18 th May, 1967.

44 Eglinton Avenue West / Toronto 12, Ontario

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ONTARIO DEPARTMENT OF EDUCATION

1966-67:99
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MEMORANDUM TO: Directors and Superintendents
School Inspectors
Principals of Secondary Schools
Principals of Inspected Private Schools
Secretaries of Secondary School Boards

Re: Grade 12 Departmental Examinations in Technical Subjects, 1967

1. Each candidate shall supply his own mathematical or drawing instruments.

2. A candidate may provide himself with a slide-rule for use in any one of these examinations, provided that the slide-rule does not have markings on it other than those placed on it by the manufacturer.

3. The school shall provide a book of mathematical tables for each candidate for each of the following examinations:

   Applied Electricity
   Applied Electronics
   Combined Applied Electricity and
   Applied Electronics
   Industrial Chemistry

L. M. Johnston

Assistant Deputy Minister

TORONTO, May 19, 1967

JUN 4 - 67

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY SCHOOLS
SECRETARIES OF ELEMENTARY SCHOOL BOARDS

RE: Permission to teach French to English-speaking pupils in the Elementary Schools during the school year 1967-68

Since September 1966, French has been an optional subject in Grades 7 and 8; that is, the local school board makes the decision whether to offer French instruction to its pupils in Grades 7 and 8. Boards that offer such instruction would ordinarily be expected to offer it to all pupils registered in these grades.

French may be taught in other grades of elementary school providing that permission to do so has been obtained. School boards seeking permission to teach French earlier than Grade 7 should submit the following information to the local inspector or superintendent:

(a) The grades to receive instruction.

(b) The duration and frequency of the class periods at each grade level. The request should explain the reason for any timetable offering fewer than four periods of instruction a week per class and should indicate definite plans to increase the number of periods to the recommended level. Daily exposure to the second language is strongly recommended.

(c) The name, the certification, and the total number of periods of instruction per week for each teacher involved.

A copy of the board's request and the recommendation from the provincial inspector or municipal superintendent should be sent through the office of the area superintendent to the Superintendent of Curriculum, 44 Eglinton Avenue West, Toronto 12.

G.L. Duffin
G. L. Duffin,
Assistant Deputy Minister.

May 24, 1967.

44 Eglinton Avenue West / Toronto 12, Ontario

1966-67:101
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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: 1. GRADE 13 SCHOLARSHIPS FOR STUDENTS OF CHINESE ORIGIN

2. MEMORANDUM 1966-67:93

1. GRADE 13 SCHOLARSHIPS FOR STUDENTS OF CHINESE ORIGIN

The Mon Sheong Foundation, a young institution, has adopted as its Centennial Project, the granting of three cash awards of $500., $300. and $200. to three Grade 13 students of Chinese origin who obtain a Secondary School Honour Graduation Diploma with the highest total marks in the Province of Ontario in 1967.

The principals are requested to draw these awards to the attention of Grade 13 students of Chinese origin during, or at the conclusion of, the Grade 13 examinations. Applicants are required, before August 1, 1967, to apply, by letter, directly to:

Dr. S. F. Liu,
Mon Sheong Foundation,
136 Dundas Street West,
Toronto 2.

(For principals' use, if necessary,
Dr. Liu's telephone number is 923-6201)

Applicants are requested to include the following information: full name, date of birth, home address, name of school at which the Grade 13 examinations were written, address of school, name of principal. The three successful applicants will be required to write a short essay on the participation of people of Canadian-Chinese origin in the progress and development of this country. The awards will be presented at the Centennial Ball of the Foundation on October 20, 1967, at the Japanese Canadian Cultural Centre, Don Mills, Ontario.

2. MEMORANDUM 1966-67:93

NOTE: Memorandum 1966-67:93 "Interim Revision Science P1, J1 (Grades 1 - 6)" was not sent to secondary schools.

G.L. Duffin
G. L. Duffin,
Assistant Deputy Minister.

May 30, 1967.

1966-67:102
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ONTARIO

DEPARTMENT OF EDUCATION

OFFICE OF THE
DEPUTY MINISTER

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

Recently, the Ontario Teachers' Federation, as one of its Centennial projects, established the Ontario Teachers' Federation Centennial Library. In 1964, O.T.F. purchased an original collection of 3500 books from Mr. Hugh Douglass, a secondary school art teacher in Guelph. Since then, some 1100 items have been added until today there are 4600 school texts, reference books, education pamphlets and magazines as well as several interesting school artifacts from the early days of public education in Ontario. When completed, the library will contain the largest private collection of books and materials in the educational field, outside a university, in Canada.

At a time when many older schools in Ontario are being replaced by new buildings or when schools no longer usable are being abandoned, it may well be that consideration is being given to disposal of old text-books, library books, and educational records that have been in the schools since their erection. Before any decision is made to destroy materials of these types, the advice of a knowledgeable person such as a qualified librarian or historian should be secured. Otherwise, the danger exists that valuable and irreplaceable books and documents will be lost forever because their importance has not been recognized by those in whose charge they have been placed.

It is recognized that local schools or school boards may not have adequate facilities for the maintenance of old text-books and other valuable materials. In these cases, it may be that they could be donated to the O.T.F. Centennial Library where they would be properly catalogued, repaired and made available for the use of research workers and those who may wish only to browse for pure enjoyment. The Centennial Library which is located at 1260 Bay Street, Toronto, is open to visitors during office hours, including Saturday mornings, and two evenings during the week.

Any donations of school books and artifacts to the O.T.F. Centennial Library will be appreciated. They can be shipped postpaid to:

O.T.F. Centennial Library,
1260 Bay Street,
TORONTO 5, Ontario.

Each shipment will be acknowledged upon receipt.

J.R. McCarthy

J.R. McCarthy,
Deputy Minister of Education.

2nd June, 1967.

44 Eglinton Avenue West · Toronto 12, Ontario

ONTARIO DEPARTMENT OF EDUCATION

1966-67:103
7500

NON-CIRCULATING

Memorandum to Directors and Superintendents
School Inspectors
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

Re Ontario Tests for Admission to College and University 1967-68

The Ontario Institute for Studies in Education will administer an Ontario Scholastic Aptitude Test on Thursday, January 25, 1968, and Ontario Achievement Tests in Physics, Wednesday, April 3; English Composition, Tuesday, April 16; and Mathematics, Thursday, May 2; in Grade 13 in 1968.

These tests will be provided at no charge to the student. It is expected that all students, in the interests of their personal future, will wish to take the tests.

Details of the procedures to be used in conducting the tests, returning the papers for marking, and the distribution of the results will be announced by O.I.S.E. through the OACU Liaison Officer.

G.L. Duffin
Assistant Deputy Minister

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TORONTO, CANADA

JUN 21 1967

June 16, 1967

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1966-67:104
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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
SECRETARIES OF ELEMENTARY AND SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: EDUCATIONAL TELEVISION RECOMMENDATIONS

School boards are reminded that communications regarding educational television should be forwarded to the Deputy Minister of Education for Ontario, rather than to a parliamentary committee of the federal government as has been suggested in a recent commercial publication.

G.L. Duffin
G. L. Duffin,
Assistant Deputy Minister.

June 16, 1967.

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE CREST THEATRE HOUR COMPANY

With the assistance of the Ontario Department of Education, during the school year 1967-68 the Crest Theatre Hour Company will continue its tour of secondary schools which have Grades 11, 12, and 13 classes.

One of the major purposes of the program presented is to assist principals and teachers in promoting the cultural development of students by bringing live theatre into schools, thus providing enrichment of course content, particularly in those communities whose students have had little or no opportunity to visit the theatre and see the literature prescribed for study come alive from the printed page. The program of presentations is planned in close cooperation with the Department of Education and is designed to benefit both students and teachers.

At the request of participating schools, the Company will visit as many centres in the province as time will allow to give dramatic presentations, approximately one hour in length for senior classes, based chiefly on parts of the senior courses of study in English Literature. A junior program is being arranged, as noted on the accompanying application form, for schools which request a presentation suitable for students from Grades 9 - 11. Tours will be arranged for areas from which applications are most numerous so that the greatest possible number of students may derive benefit. Principals within a few miles of a centre included in the itinerary may wish to make arrangements to send students to that centre.

Since the Company must plan its tour to begin in the early weeks of the fall term in order to include schools in all parts of Ontario, the Principals of all interested schools are asked to forward applications for presentations immediately upon receipt of this memorandum and not later than July 31, 1967.

Each participating school, according to its size, will contribute a small amount towards travelling expenses as follows:

(a)	Schools whose total enrolment is under 500 -	$ 25.00
(b)	Schools whose total enrolment is 500 - 750 -	$ 50.00
(c)	Schools whose total enrolment is 750 - 1000 -	$ 75.00
(d)	Schools whose total enrolment is over 1000 -	$100.00
(e)	Special fee for visiting schools - (that is, schools whose students travel to another school in order to see the performance)	$ 25.00

(over)

Note: 1. In large schools where more than one performance is necessary to accommodate all interested students, only the one fee, as outlined above, will be payable.

2. In school systems where a number of schools are under one board and arrangements are made to combine students for one or more performances in certain schools of the system, one-half of the total fee which would be payable for individual performances in each school, will be requested; e.g., for four schools whose enrolments are between 750 - 1000, the individual fees would total $300.00, but one-half of this sum ($150.00) would be payable under the conditions of this clause.

Information concerning details of the program to be presented will be included in the letter of confirmation which will be sent to Principals requesting participation.

G. L. Duffin

G. L. Duffin,
Assistant Deputy Minister.

June 22, 1967.

THE CREST THEATRE HOUR COMPANY

APPLICATION FORM

(to be returned as soon as possible but no later than July 31)

I request an appearance of the Crest Hour Company at

Name of School ....

Address of School in full ....

....

Telephone: ....

Total school enrolment: .... Enrolment in Grade 13: ....

PLEASE CHECK PROGRAM REQUESTED

(a) Program #1: one-hour program for senior students only ☐

(b) Program #2: one-hour program for junior students only ☐

Note: 1. Please do not submit cheque with this application.

2. Details of the programs will be mailed by the Crest Theatre Hour Company to the schools in letters of reply to requests for participation.

3. Please list the titles of the Shakespearean and modern plays on your Grade 13 course of study for 1967-68.

....

....

....

4. Mail this form to:

Professor John W. Dodd, Chairman,
Crest Theatre Hour Company,
The College of Education,
371 Bloor Street West,
TORONTO 5, Ontario.

Head of English Department

....

Signature ....
(Principal)

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1966-67: 107
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DEPARTMENT OF EDUCATION

OFFICE OF THE
DEPUTY MINISTER

MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
PRINCIPALS OF ELEMENTARY SCHOOLS

RE: Department of University Affairs
Ontario Scholarship Program
1967
Conditions of Award

Reference is made to the "Academic Requirements" listed in the printed announcement bearing the title referred to above. In that announcement it is stated that:

"I. A student who obtains an aggregate of at least 560 marks on Grade 13 Departmental papers, having a value of seven credits, will qualify for this award without application provided that he obtains standing in 1967

(a) in either English or Français; and
(b) in additional papers that have a value of at least five credits."

It has now been decided that the obligatory requirement of either English or Français will be dropped so that the quotation above is replaced with the following:

"I. A student who obtains an aggregate of at least 560 marks on Grade 13 Departmental papers, having a value of seven credits, will qualify for this award without application provided that he obtains standing in 1967."

This change will be implemented automatically. This announcement is sent as a matter of information.

J. R. McCarthy
J. R. McCarthy
Deputy Minister of Education.

17th July, 1967

44 Eglinton Avenue West / Toronto 12, Ontario

ONTARIO DEPARTMENT OF EDUCATION

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TORONTO
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MEMORANDUM FROM THE MINISTER OF EDUCATION

TO: Directors and Superintendents
School Inspectors
Principals of Secondary Schools
Principals of Inspected Private Schools
Principals of Teachers' Colleges
Principals of Technical Institutes
Secretaries of Secondary School Boards
Departmental Officials

Re The Report of The Grade 13 Implementation Committee

The Report of the Grade 13 Implementation Committee, which was submitted to me recently, indicates the steps which have been taken to implement the recommendations of The Grade 13 Study Committee, 1964, and those of the General and Advanced Committee.

Copies of the Report are being sent to officials concerned with secondary education. Each principal is asked to bring the Report to the attention of the members of his staff.

Copies are being sent also to the Presidents of the universities for distribution to the Deans and other staff members.

I trust that the changes made as a result of our recent Grade 13 studies will lead to a more suitable type of education for all of our young people.

William Davis
Minister of Education

TORONTO 12, September 1, 1966

44 Eglinton Avenue West / Toronto 12, Ontario

ONTARIO DEPARTMENT OF EDUCATION

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MEMORANDUM TO: LOCAL ADMINISTRATOR OF CENTENNIAL ATHLETIC AWARDS PROGRAM

FROM: ADMINISTRATOR, CENTENNIAL SCHOOL PROJECTS

RE: REVISED SWIMMING STANDARDS

The Centennial Commission has found that the standards for the swimming option as printed in the Teacher's manual of the Centennial Athletic Awards Program are unduly high. Following are the Officially Approved Revised Swimming Standards, dated April, 1967. The revised standards are to be used in calculating awards where students have chosen the swimming option. All other standards are unchanged.

OFFICIALLY APPROVED REVISED SWIMMING STANDARDS - APRIL, 1967

CENTENNIAL ATHLETIC AWARDS PROGRAM

AGE	AWARD	YARDS	BOYS (Mins.-Secs.)	GIRLS (Mins.-Secs.)
6	Gold	25	0:40	0:40
	Silver	25	0:45	0:45
	Bronze	25	0:50	0:50
7	Gold	25	0:35	0:35
	Silver	25	0:40	0:40
	Bronze	25	0:45	0:45
8	Gold	25	0:30	0:30
	Silver	25	0:35	0:35
	Bronze	25	0:40	0:40
9	Gold	50	0:50	0:55
	Silver	50	0:55	1:00
	Bronze	50	1:00	1:05
10	Gold	50	0:45	0:50
	Silver	50	0:50	0:55
	Bronze	50	0:55	1:00
11	Gold	100	1:35	1:50
	Silver	100	1:40	1:55
	Bronze	100	1:45	2:00
12	Gold	100	1:35	1:45
	Silver	100	1:40	1:50
	Bronze	100	1:45	1:55

(over)

AGE	AWARD	YARDS	BOYS (Mins.-Secs.)	GIRLS (Mins.-Secs.)
13	Gold	100	1:30	1:40
	Silver	100	1:35	1:40
	Bronze	100	1:40	1:50
14	Gold	100	1:25	1:35
	Silver	100	1:30	1:40
	Bronze	100	1:35	1:45
15	Gold	100	1:20	1:30
	Silver	100	1:25	1:35
	Bronze	100	1:30	1:40
16	Gold	100	1:20	1:30
	Silver	100	1:25	1:35
	Bronze	100	1:30	1:40
17	Gold	100	1:15	1:30
	Silver	100	1:20	1:35
	Bronze	100	1:25	1:40
18	Gold	100	1:15	1:30
	Silver	100	1:20	1:35
	Bronze	100	1:25	1:40

R.A.L. Thomas.

R.A.L. Thomas,
Administrator,
Centennial School Projects.

April 18, 1967

44 Eglinton Avenue West / Toronto 12, Ontario

ONTARIO DEPARTMENT OF EDUCATION

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MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY SCHOOLS
PRINCIPALS OF INSPECTED AND NON-INSPECTED PRIVATE SCHOOLS.

RE: Thomas Vincent Pottie or Moore or Rector or other pseudonym.

This boy reported to be born on December 8, 1959, may be enrolled in an elementary school in Ontario. If any principal is aware that he is enrolled in his school, he is asked to telephone Mr. G. L. Duffin, Assistant Deputy Minister immediately. (Reverse the charges.)

G.L. Duffin
G. L. Duffin,
Assistant Deputy Minister.

April 26, 1967.